

SWEET BRIAR COLLEGE



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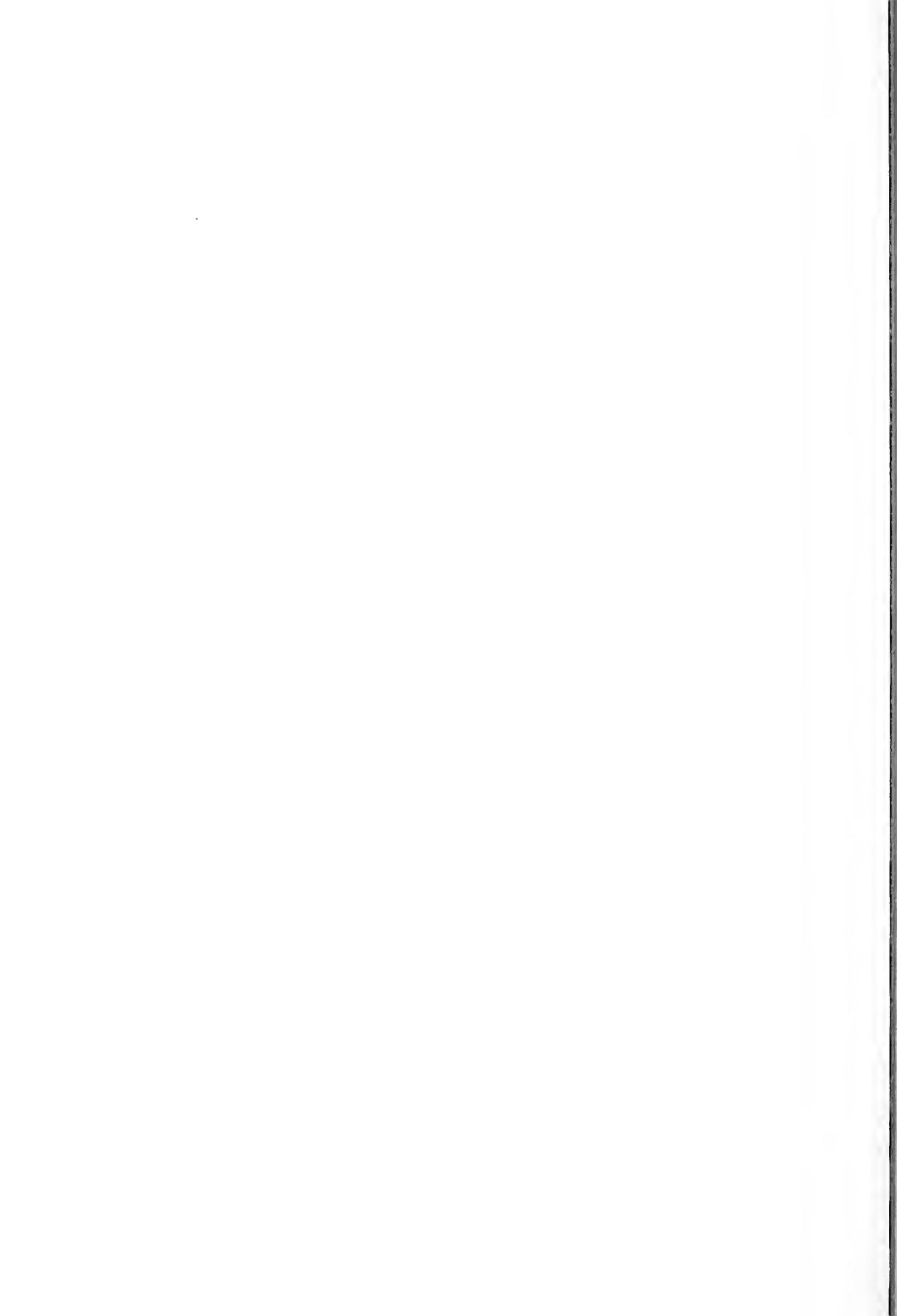
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# SWEET BRIAR COLLEGE



1975-1976

## STUDENTS' HANDBOOK



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Sweet Briar College

Sweet Briar, Virginia

24595



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## COLLEGE CALENDAR FOR 1975-76

1975

## Fall Term

September	12 (Fri.)	Registration for Returning Students
September	13 (Sat.)	Registration for New Students
September	14 (Sun.)	Opening Convocation, 7:30 p.m.
September	15 (Mon.)	Classes begin 8:00 a.m.
October	11 (Sat.)	Parents' Day (Freshmen and Juniors)
October	12 (Sun.)	Memorial Service honoring the Founders (following the 11:00 a.m. Chapel Service)
October	16 (Thur.)	Founders' Day Convocation, 8:00 p.m.
October	25 (Sat.)	Parents' Day (Sophomores and Seniors)
November	26 (Wed.)	Thanksgiving recess begins at 12:15 p.m.
November	30 (Sun.)	Thanksgiving recess ends
December	12 (Fri.)	Classes end at 3:20 p.m.
December	15-19	Examination period

1976

## Winter Term

January	4 (Sun.)	Christmas vacation ends
January	5 (Mon.)	Winter Term begins
January	30 (Fri.)	Winter Term ends

## Spring Term\*

February	4 (Wed.)	Spring Term begins
February	11 & 12	Charter Day Celebration
February	18 (Wed.)	Honors Recognition Ceremony (evening)
March	26 (Fri.)	Spring vacation begins at 3:20 p.m.
April	4 (Sun.)	Spring vacation ends
April	5 (Mon.)	Classes resume
May	7 (Fri.)	Classes end at 3:20 p.m.
May	8, 10-13	Examination period (Seniors to finish by 3:30 p.m. May 11)
May	15 (Sat.)	Baccalaureate Service
May	16 (Sun.)	Sixty-seventh Commencement
May	22-24	Alumnae Reunion

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\*Dates for Comprehensive Examinations to be determined later.

Additional Convocations, or required meetings, may be announced at a later date.

## SWEET BRIAR: 1901-1975

### HISTORICAL SKETCH

Sweet Briar College was founded in the first year of this century by Indiana Fletcher Williams in memory of her only daughter, Daisy, who died in 1884 at the age of sixteen. Mrs. Williams was a daughter of Elijah Fletcher, who came to Virginia from Ludlow, Vermont, in the early years of the nineteenth century and taught school in Amherst County. Later he moved to Lynchburg where he owned and published a newspaper, became a civic leader, and amassed large holdings of land as well as a considerable fortune.

At the time of Mrs. Williams' death in 1900, her estate consisted of more than eight thousand acres of land comprising in large part the Sweet Briar plantation, and over half a million dollars. Under the terms of her will the Trustees were directed to incorporate an educational foundation in the state of Virginia, to establish it as a perpetual memorial to her daughter, and to turn over to it all property left to them in trust.

It was Mrs. Williams' desire, according to the following excerpt from her will, that *"It shall be the general scope and object of the school to impart to its students such education in sound learning, and such physical, moral, and religious training as shall in the judgment of the Directors best fit them to be useful members of society."*

The College was chartered in February, 1901, with a self-perpetuating Board of Directors: the Right Reverend A. M. Randolph, the Reverend T. M. Carson, the Reverend Arthur P. Gray, Stephen R. Harding, the Reverend Carl E. Grammer, Dr. J. M. McBryde, Judge Leigh R. Watts.

At the first meeting of the Board of Directors it was determined that the foundation should be free from denominational control but distinctly religious in character, and that it should maintain the highest academic standards, uniting classical and modern ideals of education.

The College opened formally in September, 1906, with fifty-one students, including fifteen day students. The A.B. degree, granted for the first time in 1910, was soon accepted for graduate work in leading universities of the country.

By 1921, Sweet Briar held membership in the Southern Association of Colleges and Secondary Schools, the American Association of University Women, and the American Council on Education, and was approved by the Association of American Universities. Sweet Briar is a member of the College Entrance Examination Board, it is on the

approved list of the American Chemical Society, and its chapter of Phi Beta Kappa is the Theta of Virginia, authorized in 1949.

In May, 1927, a Board of Overseers was established. It consists of the seven Directors and additional members elected by the Directors for four-year terms. The active oversight of the College is in the hands of this larger board whose decisions are submitted to the Board of Directors for ratification. Alumnae representation on the Board of Overseers was instituted in 1934. At the present time four who are nominated by the alumnae serve as Overseers. Beginning in 1973, each graduating class elects one of its members to serve a special two-year term on the Board of Overseers.

Sweet Briar's first five presidents were women. Dr. Mary K. Benedict held the office from the opening in 1906 until 1916. Dr. Emilie Watts McVea served from 1916 to 1925, Dr. Meta Glass from 1925 to 1946, Dr. Martha B. Lucas from 1946 to 1950, and Dr. Anne Gary Pannell from 1950 to 1971. Harold B. Whiteman, Jr., began his administration as sixth president of the College in 1971.

# SWEET BRIAR COLLEGE



## CAMPUS MAP

### KEY TO MAP, SWEET BRIAR COLLEGE

- 1 SWEET BRIAR HOUSE
- 2 GARDEN COTTAGE
- 3 FLETCHER, OFFICES AND CLASSROOMS
- 4 MARY HELEN COCHRAN LIBRARY
- 5 BENEDICT, CLASSROOMS
- 6 GRAY
- 7 CARSON
- 8 REFECTORY
- 9 MAWSON/INFORMATION CENTER
- 10 BOOK SHOP
- 11 NURSERY SCHOOL
- 12 RANDOPH
- 13 MEMORIAL CHAPEL
- 14 CARL GRAMMER COFFEEHOUSE
- 15 WILLIAM BLAND DEV.
- 16 MEG GLASS
- 17 MARY HARLEY INFIRMARY
- 18 DAISY WILLIAMS GYMNASIUM
- 19 BABCOCK FINE ARTS CENTER
- 20 CONNIE M. GUION SCIENCE BUILDING
- 21 ADELINE AMES GREENHOUSE
- 22 BOXWOOD/CHF/KITCHEN
- 23 ALUMNAE HOUSE
- 24 WAILES COLLEGE CENTER
- 25 POST OFFICE
- 26 HARRIET HOWELL ROGERS RIDING CENTER
- 27 COFFEEHOUSE
- 28 HOSTEL/LAUNDROMAT

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**The Student Petition (October 17, 1906)**

The students of Sweet Briar College, believing that there is dignity and honor in student government, desire individual and community responsibility for the conduct of students in matters not strictly academic.

We, therefore, petition the President and Faculty for legislative and executive control in certain matters. We ask:

- I. Right to control quiet and order in all places about the buildings and campus that are not under the immediate control of a member of the Faculty.
- II. Permission, with the advice and approval of the Faculty, to extend our power as occasion arises and we prove worthy to be vested with greater power and authority.
- III. Permission to make such additions to the above as we may feel are necessary, with the consent and approval of the President and Faculty.

**The Reply of the Faculty  
(October 20, 1906)**

The Faculty of Sweet Briar College endorses most cordially the desire of the student body to assume responsibility for the conduct of individual students in non-academic matters. Therefore, the Faculty accords permission to frame a constitution embodying laws regulating the points specified in the petition—said constitution to be submitted to the Faculty for endorsement.

**CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION  
OF SWEET BRIAR COLLEGE**

**Introduction**

The charter of Sweet Briar College grants to the Board of Directors "full and complete management and control" of the College and its affairs. Subject to delegation of this authority by the Board, responsibility for the governance of the College is shared by the Administration, the Faculty, and the students.

1. The Administration has the primary responsibility for the physical security, health and welfare of the College; for the maintenance, improvement and preservation of all facilities; for the financial stability of the College and for its external relations with governmental agencies, other institutions, members of the wider Sweet Briar community, and the public at large.
2. The Faculty, through its officers and committees, including students whenever appropriate, and its established procedures has responsibility for all academic programs, including degree requirements, the awarding of academic honors, the grading system and the course offerings.

3. The Student Government Association, through its own officers, committees, and constitutional procedures, shall bear responsibility for establishing, maintaining, interpreting and enforcing regulations in the following areas, subject to legal restrictions or stated policies of the College:
  - a. extracurricular activities (except in those instances where state, regional, and national sports organizations have authority over inter-collegiate athletics).
  - b. residential hall activities (except those matters deemed by the President to affect the health and safety of the community or the property of the College).
4. As the chief executive of the College, the President has the responsibility of implementing all matters properly referred to him by the other decision-making groups of the College. In matters of conflict, the President's judgment shall prevail, subject only to the superior authority of the Board of Directors, to whom appeal may be made.

### **Preamble**

Whereas, we, the students of Sweet Briar College, understand that all authority originates with and is delegated by the Board of Directors and

Whereas, we, as members of a community devoted to intellectual pursuits, do individually and collectively desire to inculcate to each other a sense of responsibility for the welfare of students in that academic community, and

Whereas, we believe that such responsibility promotes the best interests of the College and prepares the students to take their places in a democratic society,

We do hereby, with the consent of the Faculty and Administration, adopt the following Constitution and By-Laws.

### **Article I—Name**

The name of the organization shall be the Student Government Association of Sweet Briar College.

### **Article II—Purpose**

The purpose of this organization shall be to:

1. strengthen the sense of individual responsibility implicit in the ideal underlying the foundation of Sweet Briar College, which is "to impart to its students such education in sound learning and such physical, moral and religious training as shall in the judgment of the directors best fit them to be useful members of society."
2. promote the highest standards of honor and integrity in all phases of college life

3. coordinate and promote student activity within the community
4. provide a forum for the expression and discussion of student opinions and sentiment
5. complement the educational aspects of student life
6. advance the spirit of loyalty to the College and its undertakings.

**Article III—Membership**

- A. All students at Sweet Briar College shall be members of the Association.
- B. The rights of the members of the Student Government Association include:
  1. the presentation of petitions, appeals against the decisions of the Executive Board, or proposals for amendments to the Constitution and By-laws. Such petitions, appeals, and proposals must be considered by the Executive Board.
  2. representation in deliberations of College Council through the Association's elected student members.

**Article IV—Legislative Powers****Section A**

The legislative powers of the Association shall be exercised by the Association as a whole.

**Section B**

These powers shall be to:

1. ratify the rules, regulations, and policies concerning extra-curricular activities and residential hall activities, except as otherwise provided
2. approve amendments to the constitution and By-Laws of the Association
3. propose and discuss rules and regulations which must be referred to the Executive Board prior to a vote.

**Section C**

The Association reserves the right to change rules and regulations within its authority at any time during the academic year.

**Article V—Executive Powers****Section A**

The executive powers of the Association shall be exercised by the Executive Board.

**Section B**

1. The membership of the Executive Board shall consist of the following officers of the Association:
  - a. the President, Vice-President, Secretary, and Treasurer of the Student Government Association, who shall also be the officers of the Executive Board

- b. the Chairman of the House Presidents Council
- c. the four class Vice-Presidents
- d. the Chairman of the Social Activities Committee
- e. the Chairman of the Curriculum Committee
- f. the Day Student Representative
- g. the four class Presidents, non-voting.

2. The powers of the Executive Board shall be to:

- a. administer the Association's Constitution and By-Laws
- b. explain to the students the meaning of the Association's Constitution and By-Laws
- c. consider all petitions, appeals, and proposals for amendments to the Association's Constitution and By-Laws, and to refer each to the proper authority with a recommendation
- d. consider any petition or written complaint for the removal of an officer of the Association or any other activity receiving funds from the Association and, if, by a two-thirds vote, it finds such complaint to be justifiable, to put the matter to a vote by the original electorate (See exception noted for treasurers in By-Laws: Section II, D, 3, b). When an officer is thus removed, the Executive Board shall make provision for replacement
- e. consider all petitions, appeals, and proposals for changes to the rules and regulations as stated in the STUDENTS' HANDBOOK, and refer each to the proper authority with a recommendation
- f. review the Association budget and recommend the same to the student body
- g. conduct all Association elections
- h. keep under constant review the Association rules and regulations and advise the President of the Association of desirable changes in connection with her annual written report
- i. supervise the publication of the STUDENTS' HANDBOOK.

### **Article VI—College Council**

#### **Section A**

The College Council shall serve as the principal agent of communication between students, faculty and administration.

#### **Section B**

It shall discuss and make recommendations to the proper body on major policy questions and matters affecting the community as a whole. Any such recommendation shall receive a written response from the body to which it has been referred.

#### **Section C**

It shall review all constitutional amendments prior to their submission to faculty and students; and it shall review and approve

all amendments to the By-Laws of the Student Government Association.

Section D

1. The membership of the College Council shall consist of the following or their appointed deputies:
  - a. the President of the Student Government Association
  - b. the chairman of the Judicial Committee
  - c. the four class Presidents
  - d. the chairman of the House Presidents Council
  - e. the Dean of the College
  - f. the Dean of Student Affairs.
- g. four members of the Faculty,\* elected annually by the Faculty who shall make periodic reports to the faculty on the deliberations of the Council.
2. At any given meeting there may be no more than one administrative deputy, one faculty deputy, and two student deputies.

**Article VII—Judicial Powers**

Section A

The judicial powers of the Association shall be exercised by the Judicial Committee and by the House Councils (see Article IX, Section B) in those matters within their respective jurisdictions.

Section B

The Judicial Committee shall consist of:

1. a student chairman, to be the Judiciary Chairman of the Student Government Association
2. one representative from the freshman class, to be elected six weeks after the beginning of the fall term
3. two representatives each from the sophomore and junior classes
4. one representative from the senior class
5. the Dean of the College or deputy
6. the Dean of Student Affairs or deputy
7. two faculty members† (elected biannually on a staggered basis) or in the case of an unavoidable absence a substitute appointed by the President.

Section C

The officers of the Judicial Committee shall consist of:

1. the Chairman
2. the Vice-Chairman, a student, to be elected by the student members of the Committee
3. the Secretary, a student, to be elected by the student members of the Committee.

\*The faculty members of College Council for 1975-76 are: Misses Kent and Laing; Messrs. Barden and Daughtry.

†The faculty members of the Judicial Committee for 1975-76 are: Miss Laing and Mr. Johnson.

**Section D**

The judicial powers of the Judicial Committee shall be to:

1. have original jurisdiction in any case involving lying, cheating, or stealing
2. have original jurisdiction in any case in which suspension or expulsion might be a penalty
3. recommend the penalties of suspension or expulsion *from the College* to the President of the College, or to impose lesser penalties such as suspension of pledge or honor probation.
  - a. suspension of pledge entails losing the validity of one's signature temporarily in the Sweet Briar community so that the only signature considered valid is on one's personal check. For example, this means proctored tests and exams are required and no books may be checked out of the library.
  - b. honor probation means that if any other honor violation occurs within the probationary period, the individual would automatically be subject to suspension from the college.
4. hear cases referred to it by House Councils.

**Section E**

The judicial power of each House Council shall be to:

1. interpret and enforce house regulations
2. adjudicate any offense of house or college regulations by a member of the residential hall other than those reserved to the Judicial Committee or to the Administration
3. refer any case to the Judicial Committee.

**Section F**

A student tried before the Judicial Committee shall be presumed innocent unless proved otherwise, and shall be guaranteed the right to:

1. be informed in writing by the Chairman of the Judicial Committee of the nature and source of the charge against her
2. have a fair and speedy hearing
3. be confronted with her accuser and question witnesses whenever feasible
4. speak in her own defense
5. present evidence and witnesses who can testify as to the facts of the case
6. have an adviser from within the Sweet Briar community, exclusive of the members of the Judicial Committee who may be present at all sessions when evidence is being presented and shall have the right to speak in defense of the accused
7. receive a record of the final copy of the hearing.

**Article VIII—Appeals****Section A**

If the penalty of suspension or expulsion is recommended by the Judicial Committee, the accused shall have the right of appeal to the Committee of Appeals on the grounds of new evidence or faulty procedure.

**Section B—Appeals Procedure**

1. The accused must request her appeal in writing to the President of the College within 48 hours of the notification to her of her penalty
2. The accused shall have the rights guaranteed in Article VII, Section F of the Constitution.

**Section C**

The membership of the Committee of Appeals shall consist of:

1. three faculty members appointed for each case by the President, exclusive of those serving on the Judicial Committee
2. three students appointed for each case by the Chairman of the Judicial Committee, exclusive of those serving on the Judicial Committee
3. the Chairman of the Judicial Committee, non-voting
4. the Dean of the College, non-voting.

The chairman shall be appointed by the President of the College from one of the non-voting members.

**Section D**

If the Committee of Appeals, after hearing a case, finds the grounds for the appeal to be justified, the case will be referred back to the Judicial Committee with the finding of fault. This committee will have the final jurisdiction on the recommendation. If the appeal is not found to be justified, the original recommendation of the Judicial Committee will be sent directly to the President of the College.

**Article IX—House Councils****Section A**

Each residential unit shall be governed by its own House Council.

**Section B**

The membership of each House Council shall consist of:

1. the House Presidents to be elected in group elections in the spring
2. the Hall President—one from each hall to be elected by dorm at large in the spring immediately after room assignments.
3. a Secretary, to be elected by the members of the House Council, who is responsible for taking minutes of all meetings
4. a Treasurer, to be elected by the members of the House Council, who is responsible for dormitory finances.

**Section C**

The powers of each House Council shall be to:

1. organize house functions
2. formulate and enforce house regulations for each dormitory within the delegated authority of the residential unit subject to the approval of the residents of the dormitory
3. adjudicate certain offenses (see Article VII, Section E).

**Section D**

1. Any judicial decision by a House Council may be appealed by the involved student to the House Presidents Council which shall have final jurisdiction in such matters.
2. Any decision by a House Council having an inter-house effect may be appealed by another House Council to the House Presidents Council which shall have final jurisdiction in such matters.

**Article X—House Presidents Council****Section A**

The House Presidents Council shall coordinate and administer all phases of dormitory life with the exceptions specified in 3b of the Introduction of this Constitution.

**Section B**

The House Presidents Council shall consist of:

1. the House Presidents
2. the Chairman of the Judicial Committee, non-voting.

**Section C**

The duties of the House Presidents Council shall be to:

1. hear appeals of any judicial matter originating in the House Councils and to exercise final jurisdiction in such cases
2. hear appeals from one House Council stemming from the action of another House Council
3. discuss matters common to all residential halls
4. recommend legislation to the Executive Board
5. serve as liaison between the Office of Student Affairs and the residents of the halls.

**Section D**

The House Presidents Council shall have the authority to lower or maintain a penalty, not to raise it.

**Article XI—Amendments****Section A**

Amendments may be proposed by any Board, Council, or Committee of the Association, by a member at any meeting of the Executive Board or of the Association, or by a special committee appointed by the President of the Student Government Association.

**Section B**

1. All proposals if approved by the Executive Board shall be studied by the College Council and then shall be referred, with recommendations and/or proposed amendments, to the Student Government Association and to the Faculty.
2. An amendment must be presented to the Association and to the Faculty one month in advance of any final vote.
3. Final adoption of an amendment requires two-thirds vote of the members of the Association (where a required quorum is one-third of its membership) and of the Faculty.

**BY-LAWS OF THE STUDENT GOVERNMENT ASSOCIATION  
OF SWEET BRIAR COLLEGE**

**Section I—Meetings of the Association**

- A. The Association shall hold regular monthly meetings and others when necessary.
- B. Students are expected to attend Student Government Association meetings at which a quorum shall consist of one-third of the members of the Association.

**Section II—Executive Branch**

**A. Executive Officers**

1. The duties of the President shall be to:
  - a. call and preside at the meetings of the Association and of the Executive Board
  - b. represent the students either personally or through her representative when the need arises
  - c. appoint special committees when necessary
  - d. make an annual report to the Association at the April meeting
  - e. make a written report to the Dean of Student Affairs at the end of her term of office.
2. The duties of the Vice-President shall be to:
  - a. perform the duties of the President in her absence
  - b. serve as chairman of the Inter-Club Committee
  - c. supervise Student Government Association elections and other elections.
3. The duties of the Secretary shall be to:
  - a. record and post the proceedings of the Association and of the Executive Board, keeping a permanent record of the same and filing a copy with the Dean of Student Affairs
  - b. send to the Secretary of the Faculty a copy of the amendments to the By-Laws adopted by the Association
  - c. attend to all the correspondence of the Association.

4. The duties of the Treasurer shall be to:
  - a. serve as Chairman of the Finance Committee and in this capacity to:
    - 1) collect the Student Activities' fee which must be paid by October 15 or a fine of \$5.00 will be imposed for each month that it is overdue
    - 2) prepare the initial budget of the Association in the spring
    - 3) prepare the revised budget for approval at its October meeting.
  - b. keep a record of all monies of the Association and expend the same according to the direction of the Executive Board of the Association
  - c. make interim reports of the finances at the request of the President of the Association or of the Executive Board
  - d. render to the Association at the close of the fiscal year a complete report of the year's work
  - e. prepare the accounts of the Association for audits supervised by the Treasurer of the College.

B. Meetings of the Executive Board:

The Executive Board shall meet once every week and when called by the President. These meetings shall be open.

C. House Presidents

1. The duties of the Chairman of the House Presidents Council shall be to:
  - a. preside over meetings of the House Presidents Council
  - b. meet whenever necessary with the Dean of Student Affairs
  - c. serve as the House Presidents' representative on College Council.
2. The duties of the House President shall be to:
  - a. exercise general supervision over her dormitory
  - b. preside over the House Council of her dormitory.
3. The duties of the Hall Presidents shall be:
  - a. exercise general supervision of her hall
  - b. serve on the House Council of her dormitory.

D. Standing Committees

1. Inter-Club Committee:
  - a. The Inter-Club Committee shall consist of: the heads of all clubs, organizations, committees and publications as defined in (d) below and the Vice-President of the Student Government Association who shall serve as Chairman of the Committee
  - b. Its powers and duties shall be to:
    - 1) act as a coordinating body for club activities

- 2) report to the Executive Board and the Dean of Student Affairs the approval or disapproval of any proposed club, organization or publication or any change in name or function of these
- 3) keep on file the constitution and membership of each club, organization and publication
- 4) recommend to the Executive Board the surveillance of an established club if the validity of the club is questioned
- 5) foster the establishment of clubs, committee organizations, publications and interest groups needed to enrich student life on the campus.

- c. The Chairman shall call meetings of the Committee. Members of the community may request that a meeting be called for discussion of general questions pertaining to extra-curricular activities.
- d. Clubs, committees, organizations, and publications shall be defined as follows:
  - 1) Clubs consist of limited membership groups of individuals chosen by current members for the purpose of furthering the stated aims of the group. Clubs are not eligible for Student Activities Funds, with the possible exception of money allotted for Chataquas and yearbook pictures.
  - 2) Committees perform necessary and proper functions of the Student Government Association for the Community. Joint faculty-student committees do not qualify for Student Activities Funds.
  - 3) Organizations consist of student groups bound by a common interest and working to better the community in accordance with their purpose and area of interest. Membership in all organizations is open to all students and other members of the community. Organizations are eligible to receive Student Activities Funds.
  - 4) Publications for and by students are eligible to receive Student Activities Funds.

2. Social Activities Committee:
  - a. The Social Activities Committee shall consist of: A Chairman and six students from each class to be elected by their respective classes (the freshmen to be elected after six weeks). The representative in each class with the highest number of votes shall be the Social Activities Chairman for her class and shall serve on the Wailes Center Committee.
  - b. Its powers and duties shall be to:
    - 1) sponsor student entertainment activities
    - 2) promote standards of dress and general appearance which will show respect for herself and her college.
3. Finance Committee
  - a. The Finance Committee shall consist of the Treasurer of the Student Government Association who shall act as chairman,

and the treasurer of all organizations which receive money from the Student Activities Fund. The Treasurer and Assistant Treasurer of the College are non-voting members of this committee.

- b. Its powers and duties shall be to:
  - 1) prepare an annual budget for adoption by the Association
  - 2) administer the Student Activities Fund in accordance with the budget adopted by the Association
  - 3) consider and act upon the request for funds by any activity or individual that wishes support from the Student Activities Fund
  - 4) require that the accounts of every campus activity be audited twice a year as specified by the committee
  - 5) discharge the treasurer of a student organization for mismanagement of funds and appoint a substitute to serve until such time as one is properly elected.
4. Orientation Committee:
  - a. The Orientation Committee shall consist of the Chairman elected by the Association, and sophomores and juniors selected by the Chairman.
  - b. Its powers and duties shall be those necessary to introduce new students to life at Sweet Briar.
5. Curriculum Committee:
  - a. The Curriculum Committee shall consist of the Chairman of the Committee elected by the Association and student representatives from the classes and from the majors as determined by the Committee.
  - b. The purpose of the Curriculum Committee shall be to elicit suggestions and make recommendations for improvement in the academic program.

**Section III—College Council**

- A. Meetings of the College Council must be called by the Chairman:
  1. Once each month
  2. At the request of a majority of the Council members.
- B. A quorum of the Council shall be nine regular voting members.
- C. Procedure
  1. Officers
    - a. The President of the Student Government Association shall preside as Chairman of the Council, without vote except in case of tie.
    - b. At the first meeting in the fall, the new Council shall choose its secretary from its student members. She must serve for the entire academic year.
  2. Each Council shall adopt its own procedural methods with the following exceptions:

- a. voting on any topic presented during the meeting must be deferred until the next meeting upon the request of any three Council members
- b. the Secretary shall prepare the agenda and distribute a copy to each Council member prior to the meeting
- c. all meetings shall be open unless otherwise specified by a two-thirds vote of the Council
- d. all procedural matters shall be decided by majority vote; all substantive matters by two-thirds vote of record.

#### **Section IV—Judicial Committee**

- A. Meetings of the Judicial Committee shall be called by the Chairman if, after consultation with the Dean of Student Affairs and the Dean of the College, she deems it advisable.
- B. A quorum of the Judicial Committee shall be at least 7 members including at least 4 students and 3 non-students.
- C. The Judicial Committee Officers:
  1. the duties of the Chairman of the Judicial Committee shall be to:
    - a. conduct meetings of the Judicial Committee
    - b. serve on the House Presidents Council in an advisory capacity
    - c. conduct investigations of all charges within the jurisdiction of the Committee brought against any student or students
    - d. in case of a disciplinary meeting, to present the facts, including evidence and witnesses, as revealed by the investigation
    - e. advise any student involved in a disciplinary hearing of her rights as defined in Article VII, Section F of the Constitution
    - f. within the limits of confidentiality, explain to interested persons any decisions of the Judicial Committee.
  2. the duty of the Vice-Chairman of the Judicial Committee shall be to perform the duties of the Chairman in her absence.
  3. the duties of the Secretary shall be to:
    - a. record and keep a permanent record of all proceedings of the Judicial Committee and file copies of the same with the Dean and the Dean of Student Affairs
    - b. prepare a report of all cases brought before the Committee, and, at the Committee's discretion, post the cases on the Judicial Committee board.
- D. The duties of the student members of the Judicial Committee shall be to interpret the Honor System and facilitate its workings in every way possible.
- E. Each year the Judicial Committee shall adopt its own procedural methods and choose its own officers from among its members with the following exceptions:

1. the Chairman shall be the Judicial Chairman of the Student Government Association and, in her capacity as Chairman of the Judicial Committee, she shall serve without vote except in case of a tie
2. the Vice-Chairman and the Secretary shall be students
3. all judicial matters shall be decided by secret ballot
4. all procedural matters shall be decided by a majority vote; all substantive matters by two-thirds vote of record.

#### Section V—Elections

##### A. Eligibility for Spring Elections

1. Class distribution of offices. The entire student body shall elect:
  - a. From the rising senior class, the President and Vice-President of the Student Government Association, the Chairman of the Judicial Committee, the Chairman of the House Presidents Council, and the Chairman of the Social Activities Committee.
  - b. From the rising junior class, the Secretary and Treasurer of the Association, and the Chairman of the Orientation Committee.
  - c. From the rising junior and senior classes, Co-Editors of the *Briar Patch*, at least one of whom is a rising junior.
2. Each class shall elect its Judicial Committee representatives as follows:
  - a. From the rising senior class, one.
  - b. From the rising junior class, two.
  - c. From the rising sophomore class, two.
3. Election of House Presidents should be as follows:
  - a. From the rising sophomore, junior and senior classes, seven additional House Presidents.
4. From either the rising senior or the rising junior classes shall be selected the Editor of the STUDENTS' HANDBOOK. This appointment shall be made by the Executive Board after consultation with the student currently holding the position.

##### B. Guidelines for Elections and Nominations

1. To be a candidate for an elected office, a student must sign her name on a ballot at a time and place designated by the Vice-President of the Student Government Association. Those students who are abroad in their Junior Year may either nominate themselves or be nominated by resident students.
2. All nominations will be sent to the Dean. If the Dean should question the student's eligibility for extra-curricular activities, she will consult with the Vice-President of the Student Government Association concerning the matter.

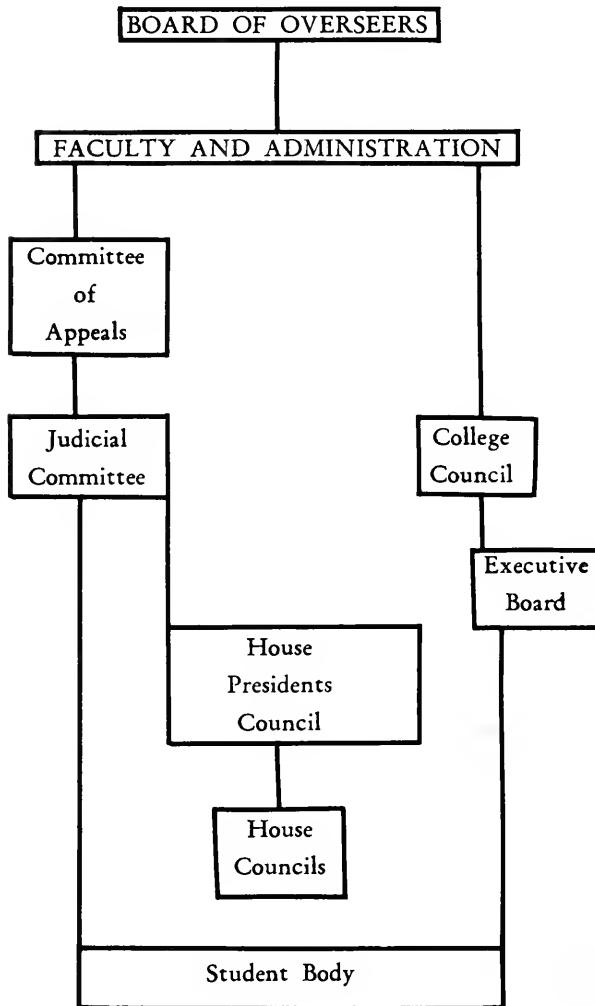
3. Elections shall be conducted by the Student Government Association before Spring Vacation of each year.
4. The winner of an election in which there are three or more candidates must have at least a seven percent plurality of votes. A simple majority of votes will suffice in two-way races.
5. Campaigning, as defined by the Executive Board, is allowed, subject to the following regulations.
  - a. Campaigning is allowed in any and all elections for office in the Student Government Association.
  - b. The candidates for President, Chairman of the Judicial Committee, and Chairman of the House Presidents Council of the Student Government Association will be asked to participate in an open panel discussion.
  - c. Each candidate is required to limit her expenses to no more than \$15.00 for the duration of the election. This includes run-offs. An itemized report of all expenses must be turned in to the Treasurer of the Student Government Association no later than one week following the end of all general elections.
  - d. No posters, hand bills, etc., may be attached to columns, doors, windows, or any wood paneling whatsoever.
  - e. All counting of ballots shall be done by a sub-committee of the Executive Board, chaired by the Vice-President.
6. The Vice-President of the Association shall, after consultation with the Executive Board, establish and have published the composition of the various groups for election and set the dates for the elections.
7. All clubs and organizations shall have their officers elected prior to Spring Vacation and a list of these officers turned in to the Vice-President of the Association.

C. 1. Newly elected officers, with the exception of the House Presidents and Hall Presidents, shall assume their duties after the completion of all general elections. The House Presidents and Hall Presidents take office immediately after graduation.

2. If a vacancy occurs in any office of the Association, the President shall ask the person who received the next highest number of votes in the election for that office to fill the position. Temporary vacancies shall be filled by appointment of the Executive Board.

#### **Section VI—Amendments to By-Laws**

By-Laws shall be amended by the same procedure as that used for amendments to the Constitution with the exception that final adoption of an amendment requires a majority vote of the College Council and of the Student Government Association.



### HONOR SYSTEM

The Honor System, a workable system of mutual trust which has been incorporated into *all aspects of life at Sweet Briar*, consists of three principles of honor upon which the community operates. These principles are: the validity of one's word, the honesty of one's work, and respect for the property of others. While allowing students a greater degree of individual responsibility, the Student Government Association Rules and Honor System serve to establish a cohesive sense of community living. When a student assumes this responsibility, it is believed that she will recognize the rights of others and maintain consideration for these rights. This system operates for the benefit of the whole and the individual only when each individual accepts her responsibility to the whole.

The Honor System is based on the fundamental belief that harmony in community living is best achieved when it has as its basis honor and mutual trust. The Honor System at Sweet Briar College is constructed so as to uphold these three principles which we believe to be the core of individual and community honor:

- 1) Integrity of one's word
- 2) Respect for the property of others
- 3) Honesty in academic work (including preparation of classroom work, papers, laboratory work and notebooks, tests and examinations).

Each student is required, under pledge, to adopt these standards and to uphold them during the duration of her career at Sweet Briar.

After passing the Student Government Association test at the beginning of her first year at Sweet Briar, every student is expected to sign the honor pledge, without reservation, indicating that she will adhere to the principles of the Association as long as she is a member thereof.

EACH TIME A SWEET BRIAR STUDENT SIGNS HER NAME TO ANYTHING, SHE ACKNOWLEDGES HER PROMISE TO UPHOLD THE HONOR PLEDGE!

### SWEET BRIAR HONOR PLEDGE

I PLEDGE THAT I WILL GUARANTEE THE VALIDITY OF MY WORD, MAINTAIN ABSOLUTE HONESTY IN MY WORK, AND RESPECT THE PROPERTY OF OTHERS. REALIZING THAT THESE STANDARDS ARE AN INTEGRAL PART OF LIFE AT SWEET BRIAR, I HEREBY ASSUME MY OBLIGATION TO UPHOLD THEM. I WILL REPORT MYSELF AND ASK OTHERS TO REPORT THEMSELVES FOR ANY INFRACTION OF THIS PLEDGE.

In order to avoid external controls as much as possible we depend upon certain means of self-enforced discipline.

1. The student must report herself for any infraction of the Sweet Briar Honor System. If there is cause to think that specific infractions

are occurring, judicial representatives, in accordance with judicial procedures, have the power to ascertain whether or not this is true.

2. The student is first of all responsible for her own behavior. If she has reasonable knowledge of a breach of the pledge, she is honor-bound, by her signature, to ask the offender to report herself. If the offender fails to report herself, it is within another student's power to report to the proper Student Government Association officer. Signing the pledge does not commit a student to report an offender, but it does commit her to ask the offender to report herself.

Any infraction of the Sweet Briar Rules and Regulations which involves lying, cheating, or stealing is considered a breach of honor.

An honor regulation is one which the student has pledged herself to uphold. The student is honor-bound to report herself and to ask other students to report themselves for infractions of the honor regulations. Such infractions will be considered honor offences and as such will be punished with severity.

### **ACADEMIC HONESTY**

THE VALIDITY OF THE SWEET BRIAR DEGREE DEPENDS UPON THE INTEGRITY OF THE WORK WHICH IT REPRESENTS. Therefore, principles of academic honesty are an essential part of the Sweet Briar Honor System. In accordance with these principles the following regulations have been established:

#### I. Examinations and tests

- A. All tests and examinations are given under the Honor System. The student's signature signifies that the information given is her own on a test or paper. It is regarded as a guarantee of honest work. As a reminder to all students, each is *required* to sign a printed pledge on every examination that she has to take. In addition, on every paper and test, each student is *required* to write "I PLEDGE" in addition to signing her name.
- B. Only those materials needed for the examination may be brought into the examination room. For their own protection students are advised not to bring notebooks into classrooms where tests and examinations are to be held.

#### II. Papers

- A. The presentation of the words or ideas of another as one's own work is plagiarism. The wording used by others in expressing even commonly known facts is private property, and to include it in a paper as though it were one's own, is dishonest. Ideas and facts not generally known and not commonly accepted still bear the personal impress of the men who formulated or discovered them, and it is unfair for the student to present such facts and theories as though they were her own, even if she changes the phrasing their originator used to express them. The student may use another person's work only if due credit is given.
  1. Credit is given for the words of another by enclosing them in quotation marks or by indenting and single-spacing them.

2. Credit is given for the fact or idea of another, or the paraphrase or summary of another's work, by a footnote specifying the source. Acknowledgement must be made even though the student expresses the ideas and facts in words different from the source.
3. A footnote must be used to show exact source. A quoted passage may range from a single word, to a phrase, sentence, paragraph, or series of paragraphs.
4. Every quotation must be exact. If words or phrases within a quotation are omitted for the sake of brevity, three dots should be used to indicate the omitted portion.
5. If such words as pronouns or proper names in a quotation are not clear, an identifying or explanatory word may be inserted by the student. This editorial material must be enclosed in square brackets.

B. Examples of the dishonest use of material follows:

1. This is a paragraph from *The Rise Of American Civilization* by Charles A. and Mary Beard:

When the first Continental Congress<sup>1</sup> assembled in Carpenter's Hall in Philadelphia, it was found that many of the ablest men in America had been sent to speak for the discontented groups in the colonies. Some were bold: Gladson of South Carolina was for an immediate attack on General Gage in Boston. Others were cautious: Dickinson of Pennsylvania thought that a respectful petition to the king would restore harmony; Washington, like Cromwell before him, apparently awaited the decree of Providence.

The following is not an exact copy of the original, but it contains some phraseology which was formulated by the Beards and which therefore belongs to them. To hand in as an original paper one containing this paragraph without giving credit to the Beards would be dishonest.

Among the members of the first Continental Congress, which met in Philadelphia in 1774, were some of the most capable men in America. They *had been sent to speak for the discontented groups in the colonies*. Some of the delegates, like Gladson of South Carolina, favored *bold*, decisive action. Others, like Dickinson of Pennsylvania, were more cautious, believing that a *respectful* appeal to the king would lead to a solution of their problems. Washington *apparently awaited the decree of Providence*.

In the following paragraph, none of the wording employed by the Beards remains, but the whole framework of the paragraph, the ideas, and their arrangement, has been retained. The inclusion of this paragraph in a paper as if it were original work would be dishonest.

Many of the wisest men in the colonies were among the delegates of the first Continental Congress. There was a great difference of opinion among these men about what ought to be done concerning the grievances of the colonies. There were those who favored prompt decisive action. Gladson of South Carolina, for instance, advocated attacking the British troops in Boston at once. There were others who believed that a deferential appeal to the king would bring about a redressing of their wrongs. Washington seemed to be content with a policy of watchful waiting for what fate had in store. No wonder that John Adams declared the Congress was part Whig, part Tory, and part mongrel.

The sum of these principles, however, is not that it is impossible to utilize the work of the Beards. The material in this paragraph may be used in several ways. In the first place, it may be quoted entirely or in part, a footnote being used to refer to the source of the quotation. In the second place, all or part of the paragraph may be used as an indirect quotation. In indirect quotation the writer does not reproduce exactly the words of his source but presents the ideas in his own words, at the same time acknowledging his indebtedness. Paragraph 3 might be used for instance, after some such introduction as this: "According to Charles A. and Mary R. Beard in *The Rise of American Civilization*, many of the wisest men in the colonies were . . . etc." Finally, the facts in the paragraph or some of them might be used without borrowing either the phraseology or the organization employed by the Beards, credit being duly given them in a footnote.

2. The following is quoted in its entirety from *Writing Research Papers: A Complete Guide* by James Lester:<sup>1</sup>

#### *Original Material*

*Wuthering Heights* is the most remarkable novel in English. It is perfect, and perfect in the rarest way: it is the complete bodying forth of an intensely individual apprehension of the nature of man and life. That is to say, the content is strange enough, indeed baffling enough, while the artistic expression of it is flawless.

#### *Student Version A*

The most remarkable novel in English is *Wuthering Heights*. It brings forth an individual apprehension of the nature of man and life; therefore it is perfect in the rarest way. The artistic expression is flawless, but the content is strange, indeed baffling.

<sup>1</sup>James Lester, *Writing Research Papers: A Complete Guide* (Glenview, Illinois, 1967), p. 48-49.

This piece of writing is plagiarism in its most deplorable form. The student has simply reversed the order of each sentence, retaining the essential phrasing. He provides no documentation whatever, which implies to the reader that these sentences are entirely his original creation.

*Student Version B*

*Wuthering Heights* is a great English novel. It is perfect in the rarest way: it provides an individual apprehension of man's nature. The artistic expression is flawless, although the content is strange and baffling.<sup>1</sup>

<sup>1</sup>Walter Allen, *The English Novel* (New York, 1954), p. 223.

This student's version is also plagiarism, even though he carefully documents the citation. He has obviously copied almost directly from his source, changing only a few words and phrases. His method is neither summary nor paraphrase. This error may be avoided by direct quotation or, preferably, by scholarly paraphrase that may include some direct quotation of any strikingly significant or well-worded ideas.

*Student Version C*

Walter Allen insists that the "artistic expression" of *Wuthering Heights* is flawless.<sup>1</sup> Allen admits that the content is strange and even baffling, but he argues that the novel is perfect because it accurately presents "an intensely individual apprehension of the nature of man and life."<sup>2</sup>

<sup>1</sup>Walter Allen, *The English Novel* (New York, 1954), p. 223.

<sup>2</sup>Ibid.

This version represents a satisfactory handling of the source material. The authority being cited is identified and acknowledged at the outset, the substance of his comment is well expressed in the student's own language, and a key idea in the original, one strikingly worded, is directly quoted, so as to give full credit where the credit is due. The student has been wholly honest to his source, and he has made effective use of the authority for his own purposes.

C. The Judicial Committee suggests that any student who remains unclear about the proper procedure for borrowing and accrediting material should seek the advice of a professor or a member of the Judicial Committee.

**STUDENT GOVERNMENT ASSOCIATION RULES**

All regulations, in this and other sections of the Handbook, are made for the safety of the individual and the harmony of community living. STUDENTS ARE EXPECTED TO ABIDE BY THESE REGULATIONS. If the House Councils have reason to believe that these regulations not governed by the Honor System are not being upheld, it reserves the right to take the appropriate measures necessary for enforcement.

ANY STUDENT HAS THE RIGHT TO REPORT ANOTHER STUDENT TO HER HOUSE COUNCIL FOR AN INFRACTION OF ANY OF THE COLLEGE REGULATIONS AFTER SHE HAS SPOKEN TO THAT STUDENT ABOUT THE INFRACTION.

**A. HOUSE REGULATIONS**

## 1. Quiet:

1. Students, out of consideration for others, should be reasonably quiet at all times in the dormitories.

Particular emphasis shall be given to maintaining quiet: in the dormitories on weekdays and Sundays from 7:30 p.m. to 7:15 a.m.; on Saturdays from closing hour to 10:00 a.m. Sunday. During the weeks of examinations, there shall be 24-hour quiet hour.

2. Any student, as a member of the Association, shall have the right to protest against an unwarranted disturbance in the dormitories. In case of persistent disregard of the rights and privacy of others, she may give the student or students creating disturbance a noise warning in accordance with the system established by the House Council of that dormitory.

**B. REGULATIONS GOVERNING EXTRACURRICULAR ACTIVITIES**

## 1. Financial Management:

- a. To cover annual dues of the various student organizations of the College, and to support various other student enterprises, a Student Activities Fund has been created. By vote of the student body this fee of \$55 is to be paid by every student in the College. Checks should be made payable to the Student Activities Fund and deposited with the Treasurer of the Student Government Association in the early fall. A fine will be imposed on any person who fails to pay the Activities Fee on time at the rate of \$5.00 for every month payment is late.
- b. All organizations handling money shall maintain organization accounts in one of the local banks.
- c. Organization accounts shall be kept in books approved by the Finance Committee.
- d. Accounts of all organizations receiving money from the Student

Activities Fund and those which handle considerable amounts of money shall be audited at least three times a year by the Assistant Treasurer of the College, at the scheduled time agreed upon by the Treasurer of Student Government Association and the Assistant Treasurer of the College. These organizations shall file with the Assistant Treasurer of the College an annual report of the financial transactions at the end of the fiscal year, April 30.

2. Supervision:

All activities shall be supervised by the Vice-President of the Student Government Association, who shall consult regularly with the Dean of Student Affairs.

3. Freshmen:

Freshmen may not engage in extracurricular activities until the end of the first five weeks of the Fall Term.

4. Eligibility:

Students on Academic Probation or on the Warning List are not eligible for extracurricular office.

Experience also shows that the following cumulative credit ratios must be attained before any student seeks one of the indicated offices below:

President of Student Government Association	2.30
Vice-President of Student Government Association	2.30
Secretary of Student Government Association	2.30
Treasurer of Student Government Association	2.30
Chairwoman of Judicial Committee	2.30
Judicial Committee Representatives	2.10
Chairwoman of House Presidents Council	2.30
House Presidents	2.10
Chairwoman of Curriculum Committee	2.30
Chairwoman of Social Activities Committee	2.30
Chairwoman of Orientation Committee	2.10
Class Presidents	2.10
Vice President of Classes	2.10
Secretary of Classes	2.10
Treasurer of Classes	2.10
Editor of Sweet Briar News	2.30
Editor of The Briar Patch	2.30
Editor of The Brambler	2.30
Paint and Patches, President	2.30
Paint and Patches, people working on plays	2.20

For all other offices the required cumulative credit ratio is 2.10.

**EXECUTIVE BOARD MEMBERS**

<i>President</i> .....	SALLIE HILL BERNARD
<i>Vice-President</i> .....	DEDE ALEXANDRE
<i>Secretary</i> .....	MOLLY REEB
<i>Treasurer</i> .....	BARBARA CLARK
<i>Chairwoman, House Presidents Council</i> .....	MARGOT MAHONEY
<i>Vice-President, Senior Class</i> .....	TERESE DEGRANDI
<i>Vice-President, Junior Class</i> .....	ELLEN SELLERS
<i>Vice-President, Sophomore Class</i> .....	CAROL CORDELL
<i>Vice-President, Freshman Class</i> .....	TO BE ELECTED
<i>Day Student Representative</i> .....	DEBBIE MASSIE
<i>Chairwoman, Social Activities Committee</i> .....	ROBIN RODGER
<i>Chairwoman, Curriculum Committee</i> .....	CONNIE RADFORD

*Ex-officio, non-voting members*

<i>President, Senior Class</i> .....	DEDE RYAN
<i>President, Junior Class</i> .....	JANE MOONEY
<i>President, Sophomore Class</i> .....	DRU SPRINGER
<i>President, Freshman Class</i> .....	TO BE ELECTED



SALLIE HILL  
BERNARD  
*President*



DEDE ALEXANDRE  
*Vice-President*



**MOLLY REEB**  
*Secretary*



**BARBARA CLARK**  
*Treasurer*



**ROBIN RODGER**  
*Chairwoman of  
Social Activities  
Committee*



**CONNIE RADFORD**  
*Chairwoman of  
Curriculum  
Committee*



**DEBBIE MASSIE**

*Day Student  
Representative*



**TERESE DEGRANDI**

*Vice-President of the  
Senior Class*



**ELLEN SELLERS**

*Vice-President of the  
Junior Class*



**CAROL CORDELL**

*Vice-President of the  
Sophomore Class*



**DEDE RYAN\***

*President of the  
Senior Class*



**JANE MOONEY\***

*President of the  
Junior Class*



**DRU SPRINGER\***

*President of the  
Sophomore Class*

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Chairwoman of House Presidents Council pictured on page 36.  
President and Vice-President of the Freshman Class will be elected.

\*Ex-officio, non-voting members.

**JUDICIAL COMMITTEE MEMBERS**

<i>Chairwoman</i> .....	<b>SALLY OLD</b>
<i>Vice-Chairwoman</i> .....	<b>SUSAN VERBRIDGE</b>
<i>Secretary</i> .....	<b>CARRIE RUDA</b>
<i>Senior Representative</i> .....	<b>SUSAN VERBRIDGE</b>
<i>Junior Representatives</i> .....	<b>LUCY KIMBROUGH, GLENN KING</b>
<i>Sophomore Representatives</i> .....	<b>CARRIE RUDA, ROBIN JONES</b>
<i>Freshman Representative</i> .....	<b>TO BE ELECTED</b>



**SALLY OLD**  
*Chairwoman*



**SUSAN VERBRIDGE**  
*Vice-Chairwoman and  
Senior Representative*



**LUCY KIMBROUGH**  
*Junior Representative*



**GLENN KING**  
*Junior Representative*



**ROBIN JONES**  
*Sophomore  
Representative*



**CARRIE RUDA**  
*Secretary and  
Sophomore  
Representative*

Freshman Representative: to be elected

## HOUSE PRESIDENTS COUNCIL



**MARGOT MAHONEY**  
*Chairwoman of House  
Presidents Council  
and House President  
of Dew*



**LIZ CONWAY**  
*House President of  
Grammer*



**MAGGIE LAURENT**  
*House President of  
Glass*



**ANNE TAYLOR  
QUARLES**  
*House President of  
Reid*



**CARLA KINNEY**  
*House President of  
Randolph*



**LAURIE FITZGERALD**  
*House President of  
Manson*

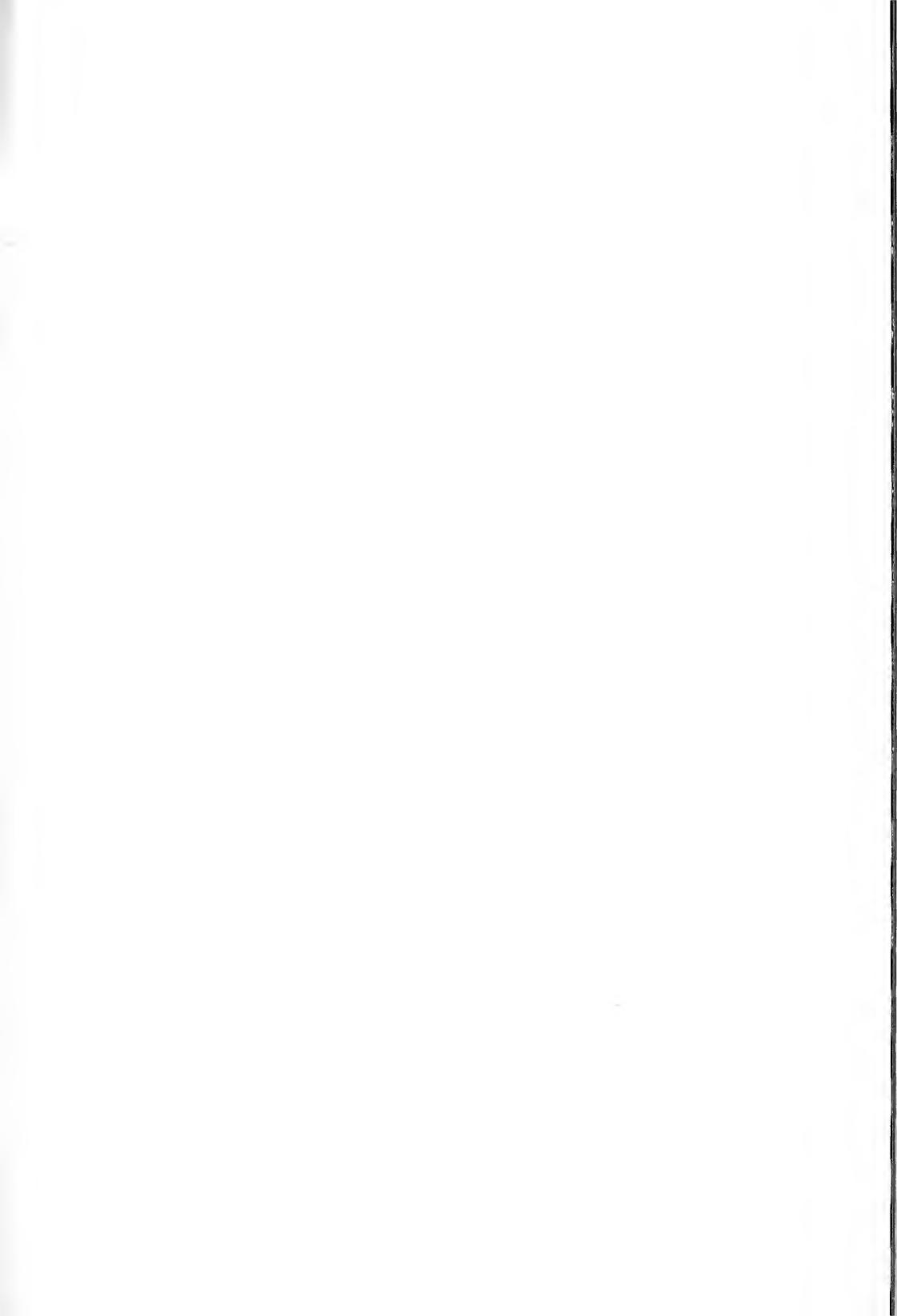


**HALLIE POWELL**  
*House President of  
Gray*



**HOLLY McGLOTHLIN**  
*House President of  
Carson*

Maureen O'Hearn, President of Boxwood, and Phyllis Schulman, President of House #1, not pictured



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## ACADEMIC RULINGS

*All students are expected to be familiar with the academic regulations and procedures in this section, which consists of excerpts from the Faculty Rulings. Other Faculty Rulings will be found in the catalog of the College. A student who does not understand any Ruling should consult the Dean. Ignorance of the regulations will not be an acceptable excuse for failure to comply with them.*

### **A. Registration, Changes of Program, Schedules**

1. a. Preliminary registration of students in courses takes place in the Spring Term at a time designated by the Recorder.  
b. Final registration for the Fall, Winter and Spring Terms takes place on the dates specified in the College Calendar.  
c. The registration of all students must be completed on the dates specified and rooms will not be held for students who do not register unless an acceptable excuse has been presented to the Dean before the official registration date.  
d. All students are required to attend the Convocation at the opening of the academic year and any other Convocations designated in the College Calendar as required.
2. a. Changes of program (add/drop) may be made within the first eight class days of the Fall and Spring Terms and the first three days of the Winter Term. A fee of \$10 will be charged.  
b. The Dean is empowered to waive the fee in any case if in her judgment this is justified. The fee will be waived in the case of new students for their first year in the College and, in the case of students returning after a term of absence, for any changes made during the first term after their return.  
c. A student may not enter a course later than the eighth day of the Fall or Spring Term or the third day of the Winter Term. A student who drops a course after the fifteenth class day of the Fall or Spring Terms (in the case of a freshman in her first term, the twentieth day) or the fifth class day of the Winter Term automatically incurs an F in the course. Exceptions may be made by the Dean at her discretion or on the recommendation of the College Physician. Exceptions shall be reported to the Executive Committee of the Faculty.  
d. A change of program is not valid until the completed form is presented to the Recorder by the student.

### **B. Courses of Instruction, Hours and Credits, Requirements for Graduation and Class Standing**

1. a. The announcement of courses to be offered shall each year be presented by each department to the Committee on Instruction for its consideration and recommendation to the Faculty which must approve all changes in course offerings.

- b. No change from the catalog announcement of credits or number of hours of meeting may be made without the approval of the Committee on Instruction.
  2. a. Permission to audit a course must be obtained from the instructor.
    - b. A student must obtain special permission from her faculty adviser and the Dean, and the approval of the College Physician, in order to carry more than 5 units of academic work.
    - c. With the permission of the instructor a student may register for a course on a "potential credit" basis, provided she is registered for at least 4 courses for credit. The instructor will specify the requirements of the course and the student must meet these requirements as scheduled if she wishes credit. Not later than one week before the end of the classes in the term, the student must notify the instructor and the Recorder's office if she does not wish credit for the course, in which case her course registration will be cancelled.
    - d. A student may not carry less than 3 units of academic work. The Dean is empowered to grant exceptions to this ruling. If the reason is one of health, the recommendation of the College Physician is required.
  3. a. The credit ratio is the ratio of the total number of quality points to the total number of course units taken, excluding physical education grades which are not counted in computing the credit ratio.
    - b. The credit ratio is computed as follows: for each unit of A, 4 quality points; B, 3; C, 2; D, 1; F, 0. For every unit of plus add .3; for every unit of minus, subtract .3.
    - c. In computing the ratio, courses which are reported as incomplete, conditioned or failed are counted.
    - d. Courses completed at another institution, including the Junior Year in France, are not counted in computing the credit ratio.
    - e. The grade on the comprehensive requirement will not be computed in the credit ratio or major rating.
  4. a. In order to be eligible for the Sweet Briar degree, a student must present 38 units, in addition to the required work in physical education, and must have a cumulative credit ratio of not less than 2.00 on the courses taken at Sweet Briar. She must satisfy the other requirements for the degree as specified in the catalog. One unit must be carried in *three* winter terms.
    - b. A minimum of two years of residence, one of which must be the final year, is required for the degree and not less than 19 units of credit presented for the degree must have been earned at Sweet Briar.
    - c. A student who spends the junior year or the fall term of the junior year in a study program away from Sweet Briar College must spend the fall and spring terms of the senior year at Sweet Briar.

- d. Requests to accelerate the degree course must be made to the Dean for referral to the Executive Committee of the Faculty. Normally a request will not be approved unless the student's cumulative credit ratio is at least 2.70 at the end of the fifth term (not counting winter terms) at Sweet Briar.
- e. Every candidate for the degree must complete the comprehensive requirement in her major field.
- f. A student may declare, complete and have recorded a double major by fulfilling the requirements of two departments.
- g. A major credit of not less than 2.00 is required for graduation; that is, a credit ratio of at least 2.00 on all courses offered to fulfill the major requirement.
- h. The diploma must be made out in the full legal name of the student at the time the degree is conferred.
- i. A student who after 12 terms of work fails to meet the general credit ratio or the credit ratio in her major required for graduation may be permitted to return to college for one Fall or Spring Term in the year following. She must carry not less than 3 units of work for credit and must have a credit ratio of 2.00 for her entire college course and a credit ratio in her major of 2.00 in order to obtain the degree.
- j. Exceptional cases may be referred by the Dean to the Executive Committee of the Faculty.

- 5. a. For senior standing a student must have passed at least 28 units of work and have a cumulative credit ratio of not less than 2.00 and must have met the degree requirements in foreign language and physical education.
- b. For junior standing in the Fall Term a student must have passed 17 units and have a cumulative credit ratio of not less than 2.00.
- c. For sophomore standing a student must have passed 8 units and have a cumulative credit ratio of not less than 2.00.
- d. A student who fails to earn the units or credit ratio or other stipulations required for full class standing will be carried on the roll of her class as a Conditional Sophomore, Junior or Senior and will not be entitled to the social or non-academic privileges of her class until she has achieved full class standing.

- 6. a. Any student who fails to meet the requirements for class standing will be reported by the Dean to the Committee on Student Eligibility which may place the student on probation or the warning list or may declare her ineligible to continue her college course.
- b. A student who, having been on probation for two consecutive terms, not including the Winter Term, fails to achieve a cumulative credit ratio of 2.00, may be declared ineligible to continue in the college. Exceptions to this rule may be made on the recommendation of the Dean by the Committee on Student Eligibility.

7. a. By agreement among the three colleges, a student at Sweet Briar College may take a course at Lynchburg College or Randolph-Macon Woman's College, provided the course is not offered at Sweet Briar College. With the approval of the appropriate department at Sweet Briar, the course may be counted toward the Sweet Briar degree and the grade will be counted in the computation of the cumulative credit ratio.  
b. Application for admission should be made to the Dean. No tuition will be charged in addition to that already paid to Sweet Briar College, but the student must pay any extra fees or charges and must make her own arrangements for transportation.

### **C. Tests, Examinations, Grades**

1. a. All tests and examinations are given under the honor system.  
b. The student's signature to any written work is regarded as a pledge of honest work.
2. a. Examinations for each course are held at the end of each Fall and Spring Term and are scheduled in accordance with a plan approved by the Faculty. At the discretion of the instructor an examination may be given in a Winter Term course but no time will be set aside in the College Calendar for Winter Term examinations.  
b. If a department or instructor wishes to substitute some other piece of work for an examination, the Dean must be informed in advance and not later than one month before the end of classes within the term. The Dean will notify the Recorder if no examination is to be given.  
c. A copy of each course examination must be filed in the Recorder's Office.  
d. Course examinations are normally of two hours duration and must be terminated promptly. An instructor who wishes to give an examination of longer duration must request the prior approval of the Dean.  
e. All course work must be completed by the last day of classes in each term.
3. a. If, preceding an examination or hour test, a student feels ill, she shall report immediately to the Infirmary. If the College Physician determines that the student is unable to take the examination or test on schedule, she will advise the student to consult her instructor and arrange the time and place for a deferred examination or test.  
b. If a student is in the Infirmary at the time scheduled for an examination or test, she may, with the permission of the Physician, take it in the Infirmary. By arrangement with the instructor, however, she may take it at a later time after she has left the Infirmary.

- c. Examinations and tests taken in the Infirmary are conducted under the honor system.
- d. If a student is absent from an examination for reasons other than health, she will receive an F in the course unless she presents for such absence an explanation satisfactory to the instructor and the Dean. If she is absent from a test without a satisfactory excuse, she will receive a grade of F for the test.

4. a. Every department shall require of its majors a demonstration of competence and comprehension in the major field which shall be known as the comprehensive requirement. The work to be done to satisfy this requirement shall be determined in consultation with the junior and senior majors and in light of current faculty policy on this requirement. This consultation shall be held early in each academic year, and the format and procedures decided upon by the department shall be reported to the Dean.

- b. All work in fulfillment of the comprehensive requirement shall be completed not later than three weeks before the end of classes in the spring term of the senior year.
- c. The grade for the comprehensive requirement shall be recorded as "With Distinction," "Satisfactory" or "Unsatisfactory."
- d. The grade for the comprehensive requirement shall be given to the Recorder who will inform the student whether she has passed. Grades may not be given to any student or her parents by an instructor.
- e. If the work done in fulfillment of the comprehensive requirement is found to be unsatisfactory, the student may submit such additional work as shall be determined by the department in consultation with the Dean. In no case shall a student be granted more than one year beyond the date when she would otherwise have graduated to satisfy this requirement.

5. a. Grades are to be assigned with the following meaning: A, indicates excellent work; B, good; C, satisfactory; D, poor but passing; E, condition; F, failure.

- b. i. In the case of year courses the numbers of which are connected by a hyphen, a grade shall be given at the end of the Fall Term but the grade given at the end of the Spring Term shall be the final grade for the year.
- ii. In year courses the numbers of which are separated by a diagonal line, the grade for each term is separately recorded but the Spring Term must be completed if credit is to be allowed for the Fall Term.
- iii. In year courses the numbers of which are separated by a comma, the grade for each term is separately recorded and graded, but the Fall Term is a prerequisite for the Spring Term unless otherwise indicated in the course description in the catalog.

c. i. If the Fall Term grade in a year course is an F, the instructor shall decide whether the work of the Fall Term must be

repeated. If the final grade is an F, the instructor shall decide whether both terms or only the Spring Term must be repeated before a final grade may be given for the course.

ii. If a grade of F is obtained at the end of the Fall Term of a year course and the course is then dropped, the grade shall be counted for one term only. If the course is continued into the Spring Term and dropped after the fifteenth day of the term, a grade of F will be recorded for the year.

6. a. In case the grade at the end of any term is F, E (*Condition*) or *Incomplete*, the instructor shall complete a report thereof in duplicate on a form available in the Dean's Office. This report is to be given to the Dean at the time the grades are reported to the Recorder.

b. If a student fails a required course, she must repeat the course either at Sweet Briar or at another institution, subject to the approval of the Dean and the head of the department concerned. If a student fails a required course twice, she may be declared ineligible to remain in college.

c. A grade of E (*Condition*) indicates that, in the judgment of the instructor, the student should be given an opportunity to present further evidence of her proficiency before receiving a final grade for the course because (a) after doing satisfactory work she has failed a final long paper or examination; or (b) her work, while not clearly failure, is not of passing quality, yet a repetition of the course is not desirable.

d. An E (*Condition*) on the Fall Term's work in a year course may be removed by passing a re-examination to be taken within the first two weeks of the Winter Term. At the discretion of the instructor, a student may be allowed to continue in the course without a re-examination; and if the final grade is C or above, the Condition shall be regarded as removed.

e. An E (*Condition*) on a one term course or at the end of a year course may be removed by repeating the course or by passing a re-examination within the first two weeks of the following term. The re-examination must be taken at Sweet Briar. If the student fails to remove the Condition by either method, a grade of F shall be recorded.

f. *Incomplete* indicates that a substantial piece of required work has not been completed but under circumstances which merit an extension of time.

g. A grade of I (*Incomplete*) may be removed only by the completion of the incomplete work within four weeks after the last class day of the term in which the grade of Incomplete was given. Under exceptional circumstances an extension of time may be granted by the Dean in consultation with the instructor. If the Incomplete is not removed within the specified time, the grade of F for the course shall be recorded.

h. It is the responsibility of a student who receives notice of *Condition* or *Incomplete* in a course to communicate with the instructor promptly and make arrangements for the removal thereof or indicate that she proposes to repeat the course or accept a grade of F.

7. a. A student with a cumulative credit ratio of at least 2.00 may, with the approval of her adviser, take one course each term on a Pass/Fail basis provided that at least 19 course units of graded work taken at Sweet Briar College are presented for graduation. A student in her first term at Sweet Briar is not eligible for this option.

b. The student shall be responsible for meeting all academic obligations of the course, including tests, papers and examinations, and shall be graded on the same basis as the other students in the course. If her final grade is C- or better, she may receive credit toward the degree but the course shall not be counted in the computation of her cumulative credit ratio. The grade of P shall appear on her record. If her final grade is less than C-, she shall not receive credit for the course and the grade of F shall appear on her record but shall not be counted in the computation of her cumulative credit ratio.

c. A student must choose the course that is to be taken on a Pass/Fail basis not later than the last day for adding courses in each term.

d. An instructor or department may exclude a course from Pass/Fail. Such courses will be so indicated in the catalog.

**D. Advanced Standing, Summer Work**

1. a. Application for credit at Sweet Briar for work pursued elsewhere must be made to the Dean. In no case will more than 19 units of credit be allowed toward the degree for work taken elsewhere.

b. Credit is tentative until the student has completed one year's work at Sweet Briar with a credit ratio of at least 2.00.

c. No credit will be granted for work taken at another institution, including the Junior Year in France, if the grade obtained is less than C-.

2. a. Not more than 4 units of credit for summer school work will be allowed toward the degree. Students must obtain in advance the permission of the Dean and the approval of the department concerned for each course taken in summer school if credit is desired.

b. No credits for summer school work will be allowed in the case of entering freshmen until the student has completed her first year at Sweet Briar with a credit ratio of at least 2.00. If credit is desired, the work must have been taken *after* graduation from high school.

**E. Class Attendance, Due Dates for Papers and Reports**

1. a. Students shall remain in the classroom for ten minutes after the second bell has rung but may then leave if the instructor fails to meet the class without notice.  
b. An instructor must give notice of detailed requirements for papers and other major projects and the due date, so that the student may have a reasonable time to complete them. When the terms of an assignment seem unreasonable, a student, having consulted the instructor first, may then consult the department chairman or the Dean.  
c. While an earlier date for the completion of term papers or reports may be set by the instructor, the latest date permitted is one week before the end of classes in the Fall and Spring Terms. All work for the Winter Term must be completed by the last day of the term.
2. a. A student is expected to attend all classes and keep all other academic engagements. The responsibility for attendance rests with the student and with the instructor. Accordingly, the instructor shall give the Dean by the 15th of each month the name of any student whose absences, in the instructor's judgment, have been excessive during the preceding month.  
b. All work missed must be made up promptly, and in advance of an absence if it can be anticipated. The responsibility for making up work is the student's if the absence has been unexcused.  
c. With the permission of the instructor, a student may change from one section to another in order to make up work. She may not do so in order to remove records of absence or to leave college early before a vacation or recess, or to return late therefrom.  
d. An excuse for a late return to college after a vacation or recess must be presented to the Dean of Student Affairs before the hour set for return to the college. Students travelling by public transportation *without* confirmed reservations will not be excused for lateness unless the delay is caused by inclement weather or mechanical failure.  
e. A student who is absent from classes for more than four weeks may re-enter classes only with the permission of the Dean. Only in exceptional cases will she be permitted to carry a full schedule of courses.  
f. The Dean may modify at her discretion the operation of any of the rules regarding attendance.

**F. Honors**

1. General honors are awarded at graduation on the basis of the student's entire undergraduate record, including the comprehensive requirement.
2. The requirement for
  - a. the degree *cum laude* is a cumulative credit ratio of not less than 3.30.

- b. the degree *magna cum laude*: a cumulative credit ratio of 3.50.
- c. the degree *summa cum laude*: a cumulative credit ratio of 3.80.
- 3. Departmental honors as well as general honors may be awarded to students enrolled in the Honors Program. Depending on the quality of the student's work, she may receive the degree with "Honors," "High Honors" or "Highest Honors" in her major field of study in accordance with the stipulations for the Honors Program as approved by the Faculty.
- 4. "Junior Honors" are awarded at the beginning of the academic year to the members of the Junior Class who have achieved a cumulative credit ratio of not less than 3.30.
- 5. "Freshman Honors" are awarded at the end of the Fall Term to freshmen who have achieved a credit ratio of 3.30, provided they have carried at least 4 units of graded work and received no grade below C.
- 6. Sophomores, juniors and seniors who have achieved a term credit ratio of not less than 3.50 at the end of a Fall or Spring Term, provided they have carried at least 4 units of graded work and received no grade below C, may with the approval of the Faculty be named to the Dean's List.

#### **G. The Honor System**

- 1. If an instructor observes a possible breach of the Honor System he will promptly confer with the student involved. If after conferring with the student, the instructor believes that a breach has occurred, he shall urge the student to report herself to the Judiciary Chairman of the Student Government Association. The student shall advise the instructor when she has done so. If the student fails to do so promptly, the instructor shall report the case himself to the Judiciary Chairman.
- 2. When consulted by a student concerning suspicious work which she has observed, the instructor should advise the student to discuss the case with the Judiciary Chairman of the Student Government Association. If an instructor is in doubt about the best procedure in a given case, he should consult the Dean or the President of the College.
- 3. Dismissal, suspension and, in the case of academic matters, pledge suspension and probation shall be recorded in the student's permanent record. These shall be included in a transcript for a non-graduate, but none shall be on a transcript after graduation.

#### **H. Academic Advisers**

- 1. The Dean and the Assistant Dean are available for counseling of students on all matters, though their responsibility lies especially in the academic area.

2. The Assistant Dean serves as special adviser to freshmen and sophomores.
3. At the beginning of the college year, each freshman is assigned a faculty adviser.
4. After a student has chosen her major field in the spring of her sophomore year, her work will be directed by the adviser to majors in her department.
5. The Dean is the general adviser of upperclassmen, of students entering on transfer from other institutions, and of foreign students.

**LIBRARY RULES**

- A. The borrower who signs the book card is responsible for the prompt and safe return of all books charged to her name. Any book not properly signed out, or not returned promptly, is in violation of the Honor Code and the student is subject to severe discipline by the Judicial Committee of the Student Government Association.
- B. The borrowing period for stack books is three weeks. One renewal is permitted if there are no other requests for the book. Periodicals and reference books do not circulate. Reserve books, which are located behind the Circulation Desk, go out for three hours and overnight.
- C. The fine for overdue books is 5¢ a day for each book for a maximum of \$5.00 for each volume. Reserve books accumulate charges of 25¢ for the first hour, 10¢ an hour after this for a maximum of \$5.00. Overnight reserves are due before 9:30 a.m. the next day. The borrower will pay the full cost of replacement for a lost book. Books which have been lost should be reported immediately; the overdue fine will be suspended from that date until the book is located. If the material is not located by the end of the session, the cost of replacement as determined by the Librarian must be paid in full by the student. If lost books are found the student's money will be refunded. Bills for overdue and lost books must be settled at the end of both the fall and spring terms or grades and diplomas will be withheld.
- D. Books and periodicals should be considered as college property for general (not private) use. Many are now irreplaceable and need to be handled with care. Never underline or mark a library book and please protect them against bad weather outside the Library. Report any damage to a book to a librarian at the Circulation Desk.
- E. Food or drink must not be brought into any part of the Library. Smoking is permitted in designated rooms only. Ink bottles are a threat to books and furnishings—please leave them at the Circulation Desk where you may refill your pens. (Ball points are preferable anyway.)

**Library Collections and Services**

The Sweet Briar Library has one of the finest academic collections in this part of Virginia. It includes over 160,000 bound volumes, some of which are rare or unique, and about 850 magazines and newspapers, some in foreign languages and covering all fields, from the scholarly to the currently popular. Most of these are housed in the main building of five floors of stacks, reading rooms, and study areas, but there are two departmental libraries of art-music in Babcock and science in Guion.

In addition, the Library has access to an even greater range of materials through inter-library loan with such collections as those of

the University of Virginia and the State Library. It is a member of the Lynchburg Area Library Cooperative which allows students to use the facilities of public, special, and other academic libraries in the region.

Some of the special collections and facilities worth noting are:

- A. **Reading-Reference Room:** This is the main service area of the Library where you will find the public catalog; about 1,700 reference works including encyclopedias, periodical indexes, directories, and study guides; the desk of the Readers Services Librarian; study tables and comfortable lounge chairs and sofas. More bibliographies are in the staff work area.
- B. **Circulation Desk:** Books are checked out and returned here, questions are answered, and reserve books are kept behind the Desk. New books, faculty publications, book bargains for sale, notices of goings-on, and occasional exhibits are displayed in the lobby near the Desk.
- C. **Book Stacks:** Most of the collection is housed on four levels in the new air-conditioned wing and two more in the old building under the Reference Room. Open and private study carrels, as well as lounge and smoking areas are also in this area. The Dewey Decimal Classification system begins on the lowest level and concludes on the top level. Charts showing the location of the Dewey classes are provided at the public catalog and in the stacks.
- D. **East Wing:** A separate entrance on the Benedict side of the Library contains two study-seminar rooms, one on the second floor, and also on that floor, there are a handsome meeting room and a balcony with tables, carrels, and lounge chairs to which students have access after the main Library is closed. The Browsing Room on the main floor contains current reading in the form of new novels, mysteries, science fiction, paperbacks, newspapers, and popular magazines. There is also an audio console equipped to play discs and tapes of poetry and drama readings and folk songs.
- E. **Rare Book Room:** Situated at the head of a spiral stone staircase leading to the second floor is a locked room containing handsome examples of bookmaking, from incunabula to books on the graphic arts and music. Three collections are particularly outstanding: George Meredith, W. H. Auden, and Virginia Woolf. The key is available on request at the Circulation Desk.
- F. **Periodicals:** Current magazines of general interest, along with national and local newspapers may be found in the Browsing Room. A new periodicals' reading and study area has been created in the former exhibit gallery and displays about 500 current issues of the more than 850 periodicals which the Library receives regularly. Bound issues of back numbers are located on the first level of the stacks, arranged by the Dewey classification number. For the periodical you want, check for this number in the serials' catalogue in the Reference Room or ask for assistance from the Library Staff.

Periodicals do not circulate, but articles from them may be copied for individual use on the Library copying machine. Other periodicals, such as the *New York Times* are on microfilm, and foreign newspapers are near the bound periodical volume.

- G. Microfilm Room: Straight ahead as you enter the Library there is a microfilm reading area with reading machines and a copier. The *New York Times Index*, a valuable source of diverse information, is here also.
- H. Education Library: On the ground level below the East Wing is the Kellogg Library which has a small collection of children's literature and reference materials, of interest to those in teacher education as well as to neighborhood youngsters. Teaching manuals and current material on education are in Kellogg; historical and general books are in the stacks.
- I. Staff Area: A working area for staff only is on the main floor and contains the Librarian's office as well as a bibliography section; another staff area, "off-limits" to students, is on the ground level where custodial materials and gift books are kept.
- J. Art-Music Libraries: Located in Babcock, these two collections totaling about 15,000 volumes have reference and reserve books, some journals, and study tables. Students may take out music books; art books do not circulate.
- K. Science Library: In Guion, about 14,000 books and periodicals cover the general fields of science, with special emphasis on biology, chemistry, and physics. Books in some related fields, such as mathematics, are in the main Library, so a student should consult the card catalog, or ask a librarian, to find the volume she wants.

The entire Library staff is anxious to help students find the material they need for writing papers, preparing for examinations and tests, and for the pure pleasure of recreational reading. A suggestion box is available for ideas and requests—please use it, and consult a librarian about any academic problem you may have.



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### Joint Statement On Rights and Freedoms of Students

A Joint Statement of Rights and Freedoms of Students, which has been endorsed by the Association of American Colleges and a number of other associations concerned with higher education, has been adopted by the Board of Directors of Sweet Briar subject to certain provisions and stipulations relevant to the educational purposes and administrative system of Sweet Briar College. Copies are available in the Office of the President and the Office of the Dean.

### Residence Halls

We hope that every student will take advantage of those aspects of college life which stem from the residence halls.

These are more than sterile dormitories; these are housing units which are small enough to adopt readily the personalities of the women living within.

The residence halls on campus provide opportunities for not only sleep and structured study, but for the free expression of ideas through informal gatherings in lounges and programs sponsored by the residents themselves and by campus clubs and organizations.

**A. Dormitory Regulations** (*including all Campus Housing for Students*). *The College reserves the right to enter all college facilities at any time to make periodic inspections of its properties.*

ANY VIOLATIONS OF ANY OF THE FOLLOWING RULES WILL BE SUBJECT TO A FINE OF \$5.00. IN ADDITION, A STUDENT OR ORGANIZATION OR DORMITORY MAY BE CHARGED FOR THE COST OF REPAIRS RESULTING FROM ANY SUCH VIOLATION OR FOR REPAIRS REQUIRED FOR DAMAGES INFILCTED IN ANY OTHER WAY.

1. *Animals:* Animals may not be brought into the residence halls by students nor kept there nor on the campus.

Animals will be removed from the dormitory or dormitory area at once by the security police force.

The animal that is unidentifiable as to ownership will be sent immediately to the Humane Society of Lynchburg. The animal whose ownership is identifiable will be kept by the security police for 48 hours prior to its being transported to the Humane Society. This interval should give the student-owner sufficient time to make arrangements for getting the animal off the campus.

2. *Attics:* Students are not permitted to go to the attics. If luggage is wanted from the attic, the *request must be left in writing in the janitor's box before noon of the day it is needed.* Keeping one suitcase in your room for late travel plans is recommended.

3. *Decorating Rooms:*

a. Nothing (including thumb tacks, nails, screws, pins, stickers, tape or adherent of any kind, paste of any description) may be

attached to the walls, woodwork, doors, metal trim, or furniture in the college buildings either in student rooms or in public areas.

- b. Hanging pictures: All dormitory rooms are equipped with picture moldings from which pictures, posters, mirrors and wall shelves can be hung. Picture molding hooks, picture wire and other materials can be purchased from the Book Shop.
- c. Curtain rods and towel racks are college property and are supplied as permanent fixtures of every room. Necessary adjustment will be made by the carpenters if requested. Cafe curtains are not allowed.
- d. Pin-up lamps are not permitted.

4. *Electric Appliances:\**

To reduce fire hazard and overloading of electrical circuits, the use of electrical food preparation and ironing appliances is not permitted in dormitory rooms. Kitchens and service rooms are provided in the dormitories for those functions. *Reasonable* use of other electrical appliances which do not present unusual hazard or high electric load are permitted in dormitory rooms.

**For a trial period only small portable electric refrigerators not exceeding 4.5 cubic feet in storage volume, 80 pounds in total gross weight, which require less than 240 watts of electricity in normal operation will be permitted in dormitory rooms provided the room resident assumes full and complete responsibility for acquiring, moving, maintaining, summer storage away from the College and/or final removal of same. The college may not be called upon for crating or shipping these appliances nor for storing them during the summer.**

No electric appliance may be used in the dormitories under any circumstances unless the appliance as a whole (not just the cord) has been approved by and bears the seal of Underwriters' Laboratories, Inc. (U.L. Listed).

- 5. *Food Storage:* Food not stored in kitchenette or private refrigerators should be kept in tin boxes or in screw-top jars.
- 6. *Automobile Tires:\** No automobile tires may be stored in college buildings except in the student's bedroom. Any found in the hallways or any place except in the student's room will be *confiscated*.
- 7. *Furniture:* Student rooms are furnished with beds, chest-of-drawers, desks, bookcases and chairs. Each student should provide a pillow, towels, sheets, pillow-cases (or subscribe for laundry service for these), blankets, and mattress pad. *No furniture is to be removed from any student room.*

Exception: See Mrs. Kitchen if you are occupying a double room alone so she may remove the extra bed. If you have double-

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\*Violation of regulation may carry not only a fine but also confiscation of equipment, article or animal.

decker beds in your room and do not wish to leave them stacked, see Mrs. Kitchen.

Beds are NOT to be dismantled or a mattress removed from its bedstead. No mirror is to be separated from the dresser.

8. *Hallways*:\* For fire and safety reasons hallways must be kept clear. Trunks, boxes, etc. must be unpacked within ten days of the opening of college. After that time any student articles stored in the corridors will be confiscated.
9. *Health or Sun Lamps*:\* For medical reasons as well as fire hazard, sunlamps are not to be used in the dormitories.
10. *Mattress Pad*: A mattress pad must be furnished and used by every student beginning her first night in residence.
11. *Rugs*:\* Rugs of any size will be permitted in student rooms. It must be understood that the owner must assume full responsibility for any rug. No help in the installation or removal of rugs may be requested from the college personnel. Since rugs may *not* be stored at the college over the summer at the end of the year, you are to take your rug home or send it to be cleaned and stored. If sending to the cleaners, roll it, tie it securely and tag it clearly with your name. If you are planning to be away the first term, indicate the date you wish the rug returned. Take your rug to the dry cleaning room in Meta Glass *before* you leave the College. *The privilege of having large rugs was given with the above understanding and is subject to removal if abused.*
12. *Water Beds and Beer Kegs*:\* Such equipment is prohibited in student rooms.
13. *Summer Storage*:
  - a. SWEET BRIAR ASSUMES NO RESPONSIBILITY FOR DAMAGE OR LOSS OF ARTICLES LEFT AT THE COLLEGE TO BE MOVED OR STORED. STUDENTS ARE ADVISED AGAINST LEAVING ARTICLES OF VALUE IN STORAGE.
  - b. Property without shipping instructions attached, left for one year in a college house by a student after her final departure from college, either through withdrawal or graduation, will be disposed of by the College. As College storage space is very limited, there will be a charge made for articles left longer than 3 months after the departure of the student.
  - c. Uniform size storage boxes must be used by students for packing. These boxes may be purchased for a small charge at the Information Center.
  - d. i. Articles must be securely packed. All items such as pillows, bed and table lamps, linens, typewriters and books must be packed in a box, tied securely, and tagged with the owner's

\*Violation of regulation may carry not only a fine but also confiscation of equipment, article or animal.

name and new room assignment. In all cases the stub should be kept by the student as a receipt and for identification in claiming her storage in the fall. The green tags may be obtained from the Information Center without charge.

- ii. Chair cushions must be firmly tied to the chair. No other articles may be packed in a chair.
- iii. Cartons will not be accepted for moving unless they are securely tied. The College will not be responsible for articles left to be shipped home that are not packed and addressed according to Railway Express regulations.
- e. As the College has no moth-proof store-rooms, students are advised to send blankets home or to a laundry or dry cleaner for cleaning and storage.
- f. All unmarked storage or small articles that should be in boxes, will be taken to the storage building, where it may be redeemed only between the hours of 3 and 4:30 p.m. the first week of college. A \$5.00 fee will be charged for each unmarked article and \$5.00 for each small article not packed in a box. Any unclaimed storage in this category will be confiscated.
- g. If requests to send belongings to students are received after the close of the College in May, they will be prepared for shipment and sent to the owner, express collect, during the months of June and September *only*. Under no circumstances will packages be sent during the months of July and August.
- h. Every student is expected to clear her room of rubbish and leave it in order as it was on her arrival in September.
- i. At the close of the college year each student, except members of the graduating class, must leave Sweet Briar within twenty-four hours after her final examination and must take with her all of her possessions other than those to be stored at the college and those to be shipped.

#### **B. Closing Hour:**

1. The campus Closing Hour is 12 midnight, but the only permissible way students may be admitted to the dormitories after 8:00 p.m. is through a key system. Keys are available at the beginning of the college year
  - at: The time of course registration, Gymnasium. (If not procured then, go to the Information Center for a dorm key.)
  - for cost of: Three dollars (not refundable). These keys are made to fit only the "Key" doors of each dormitory; the key door being the front entrance doorway.\*

In case of loss only one duplicate will be issued, that also for a charge of three dollars. *Keys may not be duplicated except by the College.*

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\*Gray Dormitory's front entrance doorway ("key" door) is the door facing the Refectory.

A dormitory key may not be borrowed or used by ANYONE other than the student to whom it is issued. When the Administration of the College deems it necessary to change dormitory locks for security reasons, each student will be charged an additional fee of three dollars for a re-issued key.

**For security reasons students are under obligation to see that the "key" door is locked after them when entering or leaving the dormitories after 8:00 p.m. The exit likewise is to be through the "key" door only.** No door is to be propped open or opened by a student within the building to allow a student or guest to enter after 8:00 p.m.

Students returning to their dorms after 8:00 p.m. are expected to do so in an orderly and quiet manner out of respect for other members of the community. The House Council will punish infractions of this nature.

2. Any student who needs to be admitted to a dormitory after 8:00 p.m. and who does not have her own key with her or who never procured one may secure a key temporarily "on loan" for a fee of one dollar. If the student has no money with her, she may sign an I.O.U. due by 2 p.m. the following day.

For a temporary key, the student:

- 1) signs for the key at the Information Center,
- 2) returns it to the Information Center the following day by 2 p.m.
3. **When returning to campus after the Closing Hour, students must leave their dates at the Information Center.** Men are not allowed on the campus between the Closing Hour and 6:00 a.m. except to pick up or leave a date at the Information Center and except to participate in Visitation Privileges (see below).

### C. Visiting the dormitories:

1. Overnight on campus:  
If staying overnight in any place other than her own room (including the Infirmary), a student is urged to leave a note on her door giving full information concerning her whereabouts.
2. Guests in the dormitories:
  - a. Every overnight guest in the dormitories must be registered by her hostess with the Resident Counselor prior to arrival. No guests may stay in the dormitories more than two consecutive nights.
  - b. All guests must abide by the dormitory and campus regulations.
3. Male visitors:
  - a. A student may entertain a male visitor in her dormitory room on:

#### REGULAR VISITATION

Mondays-Thursdays	12:00 noon to 12:00 midnight
Fridays	12:00 noon to 3:00 a.m.
Saturdays	10:00 a.m. to 3:00 a.m.
Sundays	10:00 a.m. to 12:00 midnight

The exceptions to this rule are the "Limited Visitation Halls" (fourth floor Glass and third floor Manson) where a student living on these halls may entertain a male visitor in her room only on:

**LIMITED VISITATION**

Mondays-Thursdays	None
Fridays	12:00 noon to 1:00 a.m.
Saturdays	12:00 noon to 1:00 a.m.
Sundays	12:00 noon to 10:00 p.m.

The following steps will be taken by a security officer regarding unattached dates at Sweet Briar after the closing hour:

- i) Individual, or individuals, are to be informed that they must leave the campus.
- ii) If, after a reasonable period of time, he or they persist in staying, a security guard should approach the subject, or subjects, and state, "Gentlemen, or young man, your right or license to stay on this property has expired. I will give you ..... minutes to leave or you will be subject to arrest on the charge of trespass."
- b. A student may take her father or brother to her room on any day from 6:00 a.m. to closing hour, but she should see that the other girls on the hall are notified. Such a relative should be signed in if visiting for any length of time.
- c. Each dorm has the right to close the house to men on any particular night. A one-third vote, taken by a secret ballot, of those present and voting at a house meeting at which there is a quorum of two thirds, is required to close the dorm for any one night or succession of nights.
- d. Students are required to sign their male guests in and out on the visitation sheet and must use only the main entrance of the dormitory.
- e. Any student entertaining a male guest in the dorm must accompany him at all times. **THIS INCLUDES MEETING HIM AT THE MAIN ENTRANCE OF THE DORM AND ESCORTING HIM OUT OF THE DORM.\***
- f. It is understood that each student hostess will be responsible for the behavior and actions of her guests.
- g. Each House Council shall determine its own means of enforcement for these regulations. Any student, as a member of the Association, shall have the right and be under obligation to protest any violation of the provisions in this section. In the case of persistent disregard of the privacy and safety of others, she shall be expected to file a complaint with the Judicial Committee and the Dean of Student Affairs. The Dean of

\*No unescorted male guest will be allowed to enter the dormitory.

Student Affairs may at any time bring to the attention of the College Council abuses of these provisions.

- h. The above provisions are subject to a mandatory review annually by College Council, no later than its April meeting.

#### **D. Absence from campus:**

1. Each student who is to be absent from campus, especially for overnight, is urged to sign out in the Information Center on a slip provided there. She is reminded to leave sufficient information so that she may be reached in case of emergency. Any change of address should be reported to the Information Center. The number is 804-381-5100. Each student is responsible for removing her signout slip upon her return to campus. An absence-from-campus slip is to be completed in person, not telephoned to the Information Center unless the girl forgets to sign out before leaving the college. No messages to be delivered to other parties may be expected of the attendant at the Information Center. Students missing special academic commitments because of emergency situations are advised to telephone the Office of the Dean (804-381-5534) *during office hours*.
2. Students who are to remain on campus for Thanksgiving or Midyear Recess will be required to sign up on appropriate sheets beforehand so that they may be accommodated in the dormitories and in the dining halls. Students returning from Christmas and Spring Vacations may not arrive on campus before 6:00 a.m. on the designated day of return unless prior notification to students has been posted.

#### **E. Quiet Hour**

Please refer to the Student Government Association rules found on page 28.

#### **F. Resident Counselors**

A member of the faculty or staff serves as Resident Counselor in several of the dormitories. The Resident Counselor represents the Office of Student Affairs in the dormitory and stands ready to cooperate with the House President and other officials of the Student Government Association in the encouragement of congenial dormitory living. She is available to give counsel on any personal, social or academic problem about which a student wishes to consult her.

There will be a Resident Counselor-on-call each night of the week and over the weekends to handle emergencies. The Counselor-on-call can be reached through the Information Office at any time.

Besides the Resident Counselors, others who are especially prepared to help students are the Dean of Student Affairs, the Dean and the Assistant Dean, the College Physician and the Consulting Psychiatrist, the Chaplain, the faculty advisers and the faculty sponsors of each class.

### **G. Resident Advisers**

Each large residence hall on campus is staffed by at least one student Resident Adviser who is under the guidance of the Office of Student Affairs. Her main concern is for the student as an individual.

Resident Advisers are trained and expected to listen to other students as peers, offer objective alternatives if the case calls for it, refer students to others who may be of more assistance, help whenever possible when emergencies arise in the residence hall and to aid in strengthening the residence hall life at Sweet Briar.

It is our hope that with Resident Counselors, Resident Advisers, House Presidents and Hall Presidents to assist her, a student's adjustment to college life will be a healthy, rewarding one.

### **H. Keys to Student Rooms**

A room key will be available for each student through her Resident Counselor during scheduled hours posted in early September. Securing the key is optional but recommended. Likewise keys to top dresser drawers in Meta Glass are available, also keys to closet doors in Meta Glass. A dollar deposit *per key* will be required. The deposit will be refunded when each key is turned in.

In case of *LOSS* of a key, you are asked to report the same to your Resident Counselor.

If you are *MOVING* from one room to another, you are to turn in to your Resident Counselor the key to your present room and are to secure a key to your new room from the Resident Counselor of your new dorm should you be changing residence halls; if you are remaining in the same dormitory your Resident Counselor will take up your old key and re-issue the new one.

At the end of the college year or at withdrawal, all keys are to be turned in to the Resident Counselor concerned.

Keys are to be exchanged, NOT dresser drawers *PLEASE*.

*Students residing in rooms of multiple occupancy may receive door keys only if each member of the room or suite obtains a key.*

If you are *LOCKED* out of your room, you should contact your roommate regarding entry. If she is not on campus, you may telephone your Resident Counselor up to 10 p.m. After that hour, call a Pinkerton officer at 5550.

**CAUTION:** A wait most likely will be necessary.

### **I. Fire Prevention**

1. INTENTIONAL RINGING OF THE FIRE ALARM IS AN EXTREMELY SERIOUS OFFENSE AND WILL BE TREATED ACCORDINGLY WITH SUSPENSION FROM THE COLLEGE BEING THE PENALTY.
2. To ensure unimpeded exit from the buildings, nothing may be placed on the fire escapes or ladders.

3. Fire Prevention Regulations:
  - a. No fire may be made in any room.
  - b. No candles may be used in the dormitory rooms. Permission to use candles in the parlors or common rooms must be obtained from the Dean of Student Affairs; any other question of fire prevention should be referred to the Vice President and Treasurer of the College.
  - c. Smoking is FORBIDDEN in the following places:
    - (i) Dormitories: *in stairwells, halls, and corridors*
    - (ii) Academic buildings except seminar rooms
    - (iii) Faculty and staff offices unless a faculty or staff member is present and gives permission.
    - (iv) The Book Shop, Babcock Auditorium, and the two chapels
    - (v) The Library except in the two smoking lounges in the stacks and in other designated rooms.

4. Through understanding and cooperation the campus fire department assists in the avoidance of possible accidents.

Fire drills are held during the night and during the day as announced or unannounced fire drills or fire escape drills. They are designed to promote familiarity with exits and to insure proper training in case of emergency. The hall presidents will assist the house president in clearing the floor. A faculty fire team also assists, and takes charge of the students once they have left the buildings.

**Students are reminded that they are liable for any damage to property or for injury to others resulting from their negligence. Accordingly students are cautioned to be careful when lighting, smoking, and putting out cigarettes. Regulation ashtrays may be purchased at the Book Shop and metal waste cans are advised.**

## **SOCIAL REGULATIONS**

### **A. Statement on Discipline**

*Any student accepting a place at Sweet Briar should know that the College will not tolerate illegal acts or extremes of social behavior which ignore the rights of others or are injurious to the individual, the community, or the College itself.*

*In any extreme or clearly dangerous situation the judgment of the President suffices to enforce a decision of temporary suspension and removal from the College until a hearing before the appropriate committee can be arranged. This procedure will be accomplished as quickly as possible.*

*Any student unwilling to acknowledge such authority on the part of the College is advised to withdraw.*

*The College reserves the right to exclude at any time, following established procedures that protect individual rights, any student whose conduct or academic standing it regards as unacceptable in a community of scholars and students.*

**B. Drinking Regulations**

Consumption of alcoholic beverages at Sweet Briar College, either by students or their guests, shall be controlled by the laws of Virginia and/or Amherst County. In addition, college regulations prohibit consumption of alcoholic beverages in all academic or public areas of the college, by either students or their guests, with the exception of the Chef's Kitchen, the Boat House, and the Picnic Grounds. In the Wailes Center purchase or consumption is limited to beer for those 18 years and older, or wine for those 21 and older: Honor Code principles apply.

The above-mentioned laws make illegal the following:

1. The sale of alcoholic beverages to persons under 21 years of age (beer may be sold to those 18 years and older).
2. The falsification of age by persons under 21 in order to purchase alcoholic beverages.
3. The purchase of alcoholic beverages for another person when there is reason to believe that person is under 21.
4. The serving of alcoholic beverages (except beer to those 18 years and over) to any person under 21 whether in a private home, club, party, or other place.
5. Students are further reminded of State regulations which make unlawful the transporting of alcoholic beverages unless containerized in paper bags or cartons which render the identification of the contents unrecognizable. College regulations comply with state law to specifically include the carrying of alcoholic beverages across the campus to those areas where their consumption is authorized.

The college reminds all students that the courts of the state have held that any person who serves alcoholic beverages to a minor, or, for that matter to a non-minor, may become liable for any resulting accident or injury which occurs. Either criminal or civil liability, or both, may result in such cases if it can be demonstrated that such action was a contributing cause of the accident or injury.

It shall be the responsibility of each member of the Sweet Briar community to know and to comply with all pertinent laws and college regulations and, further, to help prevent any abuses or excesses stemming from the use of alcoholic beverages. In particular, students are reminded of their general responsibility for the safety and welfare of one another, as well as their specific responsibility to the college community for the highest standards of conduct and behavior, not only of themselves but also of their guests.

Any special permission for exceptions to the regulations above must be obtained from the Dean of Student Affairs. It should be noted that, in general, beer may be served, with permission, at college-approved social functions held in public areas. The beer to be served under these conditions is to be purchased by the student chairman of the party and to be served by the College Food Service. No outside help may be used.

**C. Statement of Drug Policy of Sweet Briar College**

1. According to Virginia State Law, it is illegal to possess or distribute a wide variety of drugs. The chart below specifies the types of controlled drugs as well as the penalties for their distribution and use.
2. Civil authorities have the responsibility for law enforcement and may search a student's room if they have evidence that the law is being broken. As a protection for the rights of students the College has stated, however, that it will not condone such a search unless a proper legal warrant has been obtained.
3. As an educational institution, Sweet Briar is concerned with informing students of the personal and community consequences of the use of drugs and thus with helping them make responsible decisions in this area. Any student who approaches an official of the College seeking help or treatment for a drug problem will be given every possible assistance. In this case, all disclosures by the student will be treated with complete confidentiality, and no disciplinary action will be taken. A psychiatrist as well as a peer counseling group are available to counsel students seeking help with drug problems. Also, literature on drugs is on reserve in the Mary Helen Cochran Library.
4. In the event that an incident of drug abuse comes to the attention of the Administration other than by self-report, the following guidelines will determine the course of action to be taken:
  - a) Any student found to have illegal drugs (including marijuana) on campus will, at the discretion of the Dean of Student Affairs, be subject to a probationary status, will be advised to seek counseling, or will be referred to the Judicial Committee for possible disciplinary action, especially in the case of a repeated offense. In the latter instance the complaint may recommend any one of a range of penalties including expulsion.
  - b) Any student found to be engaging in the sale or distribution of illegal drugs on campus or for use on campus will be reported immediately to appropriate civil authorities. In such a case the Administration will bring a complaint before the Judicial Committee recommending expulsion from the College.
  - c) Any non-student found to be engaging in the sale or distribution of illegal drugs at Sweet Briar will likewise be reported immediately to civil authorities, and, if applicable, a complaint will be filed with appropriate college authority.
5. Because of the many issues involved, each report of possible drug abuse off campus will be considered in relation to time, place, and circumstances of the instance in question. In the event of such an abuse in which Sweet Briar may be directly or indirectly involved, the Administration reserves the right to file a complaint with the Judicial Committee or the appropriate authority, regardless of parallel legal proceedings.

DRUG	POSSESSION		MANUFACTURE, DISTRIBUTION, SALE OR POSSESSION WITH INTENT TO SELL		DISTRIBUTION TO PERSONS UNDER 18
	1st Offense	2nd Offense	1st Offense	2nd Offense	
NARCOTICS (Including Heroin) AND COCAINE HALLUCINOGENS (Such as LSD, DMT, Peyote, Mescaline)	1-10 years or up to \$5000 fine and 12 months	2-20 years or up to 12 months and not more than \$10,000 fine	1-40 years and/or \$25,000 fine	10 years to life and/or \$50,000 fine	5-40 years and/or \$50,000 fine
BARBITUATES AMPHETAMINES AND METHAM- PHETAMINES	Up to 12 months and/or \$1000 fine	2-20 years or up to 12 months and not more than \$10,000 fine	1-40 years and/or \$25,000 fine	10 years to life and/or \$50,000 fine	5-40 years and/or \$50,000 fine
MARIJUANA	Up to 12 months and/or \$1000 fine	2-20 years or up to 12 months and not more than \$10,000 fine	1-40 years and/or \$25,000 fine	10 years to life and/or \$50,000 fine	5-40 years and/or \$50,000 fine
GENERAL PRESCRIPTION DRUGS	(Possession without pre- scription, or with forged prescription) Up to 12 months and/or \$1000 fine		Up to 1 year and/or \$1,000 fine	Up to 12 months and \$10,000 fine	1-5 years or up to 12 months and \$10,000 fine

**CONVICTION** for the offenses of manufacturing, distribution, sale or possession with intent to sell may be based solely on the quantity of drugs in one's possession. A person possessing large quantities of any type drug may be deemed to be holding those drugs for sale or distribution rather than for personal use.

**SECOND OFFENSE** means a person has been convicted of a similar offense anywhere within the United States.

Any offense punishable with a minimum of one year's confinement in the penitentiary is deemed a felony. Anyone convicted of a felony may be barred from voting, holding public office, entering certain licensed professions such as medicine or law, receiving clearance for certain government jobs, teaching or entering related positions.

Anyone who attempts to commit or conspires to commit a drug offense may be punished as if the crime were actually committed.

\* The source of this chart is Washington and Lee University with modifications by the Sheriff of Amherst County.

**RECREATIONAL AND ADDITIONAL CAMPUS FACILITIES****A. Boat House**

It is hoped that students and guests not only will enjoy the Boat House but will treat it with kindness and respect in fairness to others who will follow you and in fairness to those who must maintain the area. With this thought in mind, the following procedure is in effect:

1. When you sign up at the Information Center to reserve the Boat House, you pay a deposit of fifteen dollars (subject to increase if experience proves this amount too small). This deposit will be returned if you have left the building clean and presentable for the next group. If not, the entire amount will serve as a fine and be forfeited; in addition, if any damage has occurred you will be billed accordingly. Deadline for return of deposit: 2 weeks after use of Boat House.

Only one person is to sign to reserve the Boat House and *that student will be responsible for the care of the building and property and for the behavior of all members of the party.* She should remain at the party until it is over and be the last to leave. She should call a security officer if the party is getting out of control (5550). Use telephone on the boat dock. The hostess should bear in mind that the larger her group, the greater responsibility she assumes. The recommended outside limits are 30 people for each lounge or 60 for both.

2. The hostess notifies a Pinkerton officer (5550) when she is ready to go to the Boat House and a Pinkerton will unlock the building, will throw the latch on the entrance door to be certain it is unlocked from the inside and will check to see that everything is in order.
3. Rules or Expectations
  - a. Doors are unlocked from both sides.
  - b. The Virginia State law applies to the consumption of alcoholic beverages. For the law, see page 63.
  - c. Care of furniture and property is expected.
  - d. The fire is to be left as is with the screen placed in front of the fireplace for protection; a Pinkerton officer will extinguish it.
  - e. The building is to be left in good order: debris, and empty bottles and cans are to be put in waste containers at the main entrance. The floor is to be swept and trash put in waste receptacles.
  - f. Carefulness is urged in opening and closing the doors and windows to avoid glass breakage.
  - g. There is to be no parking past the hedge. The roadway by the Boat House is to be an open thoroughfare.
  - h. The lower level is not to be used as a party area.

4. Students and guests must leave the Boat House by 12 midnight Sunday-Thursday, 1 A.M. Friday and Saturday. Please do not wait for a Pinkerton to evict you as this delays his rounds. Start cleaning and clearing out at least 15 minutes before deadline hours. Report to a Pinkerton officer immediately upon reaching the main campus so he can go down to lock the Boat House. If no officer is around, notify the Information Center.
5. Reminders:
  - a. Swimming is permitted only when a lake council member is present and only members of the Sweet Briar community may swim in the lake.
  - b. Boating is allowed until dusk. The use of canoes is restricted to the Sweet Briar students who have passed the canoeing test. The use of rowboats, however, is accorded guests during daylight hours provided they are accompanied by a Sweet Briar student and provided there is no interference with a class in progress at the lake.
  - c. Pinkerton officers make periodic checks of all campus buildings and areas and can be expected to stop at the Boat House during any party.

### **B. Swimming, Boating, Canoeing, and Outing**

1. To ensure maximum safety in the use of the lake, the student Head of Lake in accord with the Department of Physical Education appoints to the Lake Council each year students who are currently certified American Red Cross Lifesavers. This group is advised by a member of the Department of Physical Education. Guards are paid the minimum wage by the college.
2. No student may swim unless the lake is officially "Open," as indicated by the sign at the entrance to the Lake Road. The lake is "Open" only when a Lake Council Lifeguard is on duty. The college assumes no responsibility for students swimming when the Lake is officially "Closed".
3. Permission to use canoes is given by the Department of Physical Education. A list is registered at the Information Office where the canoe house key is signed out.

### **Qualifications**

- A. Sweet Briar swimming test or presentation of American Red Cross certification card.
- B. Demonstration of skill in canoeing in course or by a test administered by the Department of Physical Education or presentation of certification card of American Red Cross or American Camping Association.

### **Procedure**

- A. Sign out canoe house key at Information Office.

- B. Lock the canoe house while using the canoe.
- C. Passengers shall meet the swimming requirement.
- D. Store equipment after use.
- E. Return key to the Information Center.

The person signing out a canoe is responsible for the care of the canoe, the canoe house and passengers.

Any abuse of the privilege will result in withdrawal of permission to use canoes.

- 4. Hikes are sponsored each weekend in coordination with the Lynchburg Appalachian Trail Club. These are afternoon or all-day hikes from 4 to 7 miles in the Washington and Jefferson National Forests. Participants must sign up on the Athletic Association Board in Gray by Friday noon of each week, and bring their own lunches for all-day trips. Transportation will be provided to the starting point.

There are events sponsored by the Intercollegiate Outing Club Association and Blue Ridge Outing Club Association to which Sweet Briar is invited. These consist of back packing, climbing, caving, and canoeing in state and national parks along the east coast for a weekend with other college outing clubs.

#### **C. Outing Cabin**

The Outing Cabin is reserved for those students who enjoy outing activities. The use of the cabin is administered by the Head of Cabin, who selects and trains Cabin Leaders. Any student wishing to use the cabin for day trips or overnight shall be accompanied by a Cabin Leader who is responsible for the welfare of the group and the care of the cabin. Regulations and procedures have been established to assure the safety and comfort of the participants.

- 1. Anyone wishing to use the cabin should contact a Cabin Leader. Names of Cabin Leaders and Outing Club announcements are posted on the Athletic Association board in Gray.
- 2. Regulations and procedures for the Outing Cabin are posted in the gymnasium or are available through the Head of Cabin.
- 3. Because of safety precautions, smoking is *not* permitted in the bunk room, kitchen, or in the woods.

#### **D. Picnic Grounds**

On the road to Monument Hill, nestled in the woods, is a large area cleared and equipped for picnics with tables and benches, cooking grills, water and electric lights. The area may be reserved by registration at the Information Center.

Alcoholic beverages may be consumed at the Picnic Grounds in accordance with the Virginia State Law. For details, see page 63.

#### **E. Chef's Kitchen**

The terrace level of Boxwood, with an entrance across from the Alumnae House, provides an area for student entertaining through a

sign-up procedure at the Information Center. It is anticipated that students and dates will enjoy cooking dinners here (as many as 8 people can be accommodated for a meal), or students may wish to use the facilities for bridal showers, and similar parties with or without dates, with faculty as guests, until the hour designated below.

Facilities: Living-dining room area, kitchen, toilet.

Equipment: Dining service for 8—china, glasses and tableware. Tablecloth, candleholders, cooking utensils, sponge.

Students are responsible for supplying their own: Dishtowels, detergent.

Permissible:

1. The use of candles
2. The consumption of alcoholic beverages is permitted in accordance with the Virginia State Law. For details, see page 63.

Closing Hour: 12 midnight .....Sunday-Thursday  
1 A.M. .....Friday and Saturday  
This is the hour to leave; you should begin cleaning in time to be out by the designated hour.

Please when leaving:

1. have dishes washed and put into proper places.
2. have all areas tidy, leaving the premises in a presentable condition. (Broom, dustpan, dustcloth, and mop are in the closet.)
3. place garbage, trash, and cigarette residue in the receptacle on the porch at the entrance to the Ceramics Shop.
4. see that candles are out, and stove and lights are off. *THE FIREPLACE CANNOT BE USED* but simulated electric logs are available.
5. lock the door and return the key to the Information Center.

IF THE AREA IS ABUSED, THE SUPERVISOR OF HALLS OF RESIDENCE IS EMPOWERED TO CLOSE THE FACILITY FOR A GIVEN PERIOD.

Parking:

Please park in the Fletcher parking lot.

**F. Wailes Center**

The Cornelia and Edward Thompson Wailes Center is the hub of social life of the College.

The Center has on the main floor the attractive Boxwood Room which has regular and private dining rooms. These are ideal places to entertain parents and friends and to celebrate birthdays with steak dinners and birthday cakes. The Boxwood Room has an on-premise wine and beer license. Advance reservations for large parties are requested. No shorts or sport attire (except clean riding outfit and dress pants) are permitted.

The bistro, located on the ground floor, provides full fountain service as well as such items as sandwiches, hamburgers, hot dogs, pizzas and beer. And it can be rented for private parties. In addition to the game room, TV and card rooms, there is a spacious terrace.

Hours for the restaurant and bistro are listed in the Directory of Hours on page 104.

#### **G. Mother Macke's**

Please refer to page 85.

#### **H. The Cabin**

The Cabin, located behind Sweet Briar House, is a small quiet place where girls can go by themselves or with their dates to study, talk, or just relax. A stereo system and records are provided and the key can be checked out at the Information Center. Please note that the Cabin is not a "party" cabin and no alcoholic beverages are permitted.

#### **I. The Coffeehouse**

The Coffeehouse, often referred to as "The Train Station," is located near the Connie M. Guion Science Building. It is a relatively new recreational facility which provides coffee and tea throughout the week for thirsty faculty and students, and it is a quiet place where many students go to study, visit, and have classes. On the weekends, there is often nightly entertainment (for a slight charge) and those interested in taking a study break or just getting "away from it all" seem to enjoy the facility. No alcoholic beverages are permitted.

#### **J. Hostel (Overnight accommodations for male dates and friends of Sweet Briar students)**

##### *Sign-up procedure:*

1. Registration takes place at the Information Center by the guest in the company of the student hostess who will be responsible for her guest and who must countersign the registration card.
2. The guest will receive from the Information Center:
  - a. Two sheets, a blanket, and a pillow case for a specific bed assignment (number on nightstand by bed). The linens should be left on the bed at the conclusion of the visit. If for some reason, the linens are missing, the student hostess will be held responsible.
  - b. A ring containing two keys:
    - i. Key to the entrance to the hostel—front door facing traffic circle.
    - ii. Key to a locker that is numbered.

At the conclusion of the visit these keys are to be returned to the Information Center or dropped into a marked box at the Hostel.

Charge: \$2.00 per night. Renewal nights are to be paid at the Information Center at the time of registration, or daily if length of stay is uncertain. Should a Hostel guest wish to cancel his reservation, he must do so by 10 A.M. (the check-out hour) before the night he will not use the reservation, else no refund will be made.

Reservations: May be made at Information Center by advance payment.

*Regulations:*

1. Visitation hours for women: Those in effect in the residence halls will prevail at the Hostel.
2. No smoking in the bunkroom or locker room. Smoking is permitted in the vestibule.
3. IN CASE OF FIRE, PLEASE REPORT TO THE INFORMATION CENTER.
4. When the maid or janitor arrives to clean, all guests and hostesses are asked to leave the building until the cleaning is completed.
5. Each student hostess and her guest will be responsible for damage to college property.
6. Cars may not stop or park at any time in the traffic circle.

## SECURITY

Sweet Briar College has around-the-clock security coverage. Any one who needs the assistance of a security guard or who wishes to make a report to campus police should dial 5550. This telephone number is answered at the Information Center when no one is in the Security Office, which is found on the ground floor of Manson Dormitory. The security officers make periodic rounds of the campus and can receive messages by mobile unit from the Information Center.

In addition to guard protection, and even more importantly, students should exercise care and precaution to avoid possible danger and to protect themselves.

**A. The following suggestions for protection are offered, and urged:**

1. Be certain dormitory doors are closed and locked when using them after closing hour.
2. Do NOT use the door to the Macke Room (between Reid and Grammar) after it has been locked at night.
3. Do NOT walk alone or with another person at night to the lake, entrance gate, or in dark or secluded campus areas. Be careful about walking after dark in any semi-lit place; stay on walks and established paths, and avoid walking near shrubbery.
4. Avoid driving at night alone.
5. Check your automobile before getting into it, and lock all doors after entering.
6. Do not hitchhike or pick up hitchhikers.
7. Always stay with your date so that no strange men will be wandering around the campus.
8. Report all strangers or suspicious people to a security officer immediately, giving license number of the car or any identification of the car or person.
9. Report to the Resident Counselor-on-call or to a security officer any concern for the safety or absence of a fellow student.
10. Lock your bedroom door.

**B. Campus limits** are defined as: the college gate on the highway, the college boundary on Elijah Road, the lake, the road to the monument above the dairy as far as the monument, and the A.A. Cabin via direct route. (See map of campus).

**C. The Lost and Found** service is under the supervision of the Security Police. Lost articles not claimed at the end of a year will be disposed of by the college.

## VEHICLES

Students and guests bring automobiles to the campus at their own risk. Sweet Briar College cannot be responsible for the safety or theft of or damage to any automobile or other conveyance brought to or left on the campus.

### A. Bicycles:

#### 1. Regulations:

- a. All bicycles must be equipped with red rear reflectors or red reflecting tape.
- b. Any bicycle ridden at night must be equipped with a light.
- c. All bicycles must be registered with the Security Police Officers.

d. Parking:

- i. At no time should a bicycle be parked on any portion of the campus roads or walkways, nor on the arcades, nor in the public areas of the dormitories.
- ii. Students will be expected to park their bicycles in racks provided in designated areas.

2. It is recommended that you lock your bike when it is not in use and that you tag it with your name and address.

### B. Motorcycles and similarly powered two-wheel vehicles:

Guest motorcycles are not allowed on the campus beyond the Hostel parking lot.

### C. Taxis:

Students are requested to use the regular college service of Jordan Taxi Company: 946-7825.

### D. Motoring:

1. Any student, with the exception of one receiving financial aid from the College, may have custody of an automobile on campus or in the Amherst-Lynchburg area.

2. A student car will be subject to the following requirements:

- a. Registration with the chief security officer within 24 hours of arrival on the campus or else the vehicle will be subject to towing\* at the student's expense.

- i. Information to be provided:

License plate number, ownership and title of car, complete description (model, make, type, color, capacity).

- ii. Parking fee to be paid at time of registration:

\$30.00 for the year or for any period longer than the Fall or Spring Term\*\*.

\$15.00 for the Fall or Spring Term\*\* or a portion of a term longer than one month.

\*The College will not be liable for any damage resulting from towing.

\*\*Including Winter Term.

\$5.00 for a period of one month or less, or more than 24 hours.

The check for this should be made payable to Sweet Briar College.

iii. Each car must bear a decal after (i) and (ii) above have been met.

### Parking on campus:

(a) Student cars *must be parked in designated student parking areas* and in assigned parking spaces. Parking in another student's assigned space\* will be subject to penalties as set forth on (a), 2 below.

1) Parking infractions in the following areas will be enforced by towing at the student's expense.

- The Information Center parking area after 20 minutes.\*
- The Upper Meta Glass parking area after 20 minutes.\*
- The parking lot behind Manson and points beyond with no exceptions.
- The Meta Glass-Dew fire lane with no exceptions.
- Fletcher parking lot with no exceptions.

## 2) Enforcement of misparking in other areas:

Parking elsewhere is allowed for 20 minutes only and an infraction will be subject to:

3rd and subsequent offenses      Towing\*\* at the student's expense

(b) Guest automobiles, at Sweet Briar for overnight, should be parked in the Hostel parking lot.

Guest vehicles not registered within 45 minutes following closing hour are subject to a warning on a first offense, to a fine of \$2.50 or towing on subsequent offenses.

(c) Miscellaneous:

- i. Copies of the Virginia State Drivers Manual are available at the Security Office. All students are encouraged to review this manual carefully and are reminded of their responsibility to abide by the State motoring regulations.

ii. It is suggested that any serious accident or one which involves injury to other persons be reported promptly to the Information Center at Sweet Briar.

iii. The following minimum insurance coverage is recommended by the College:

## Bodily Injury

\$ 50,000 each person

\$100,000 each accident

Property Damage—\$10,000

Medical Payments—\$1,000 for each person

\*Or in the public and faculty staff areas.

\*\*The College will not be liable for any damage resulting from towing

- iv. It is understood that students will comply with their individual insurance regulations concerning borrowing, lending, and riding in cars.
- v. Due precaution will be given to the number of passengers in the automobile.
- vi. Students may not ask to borrow an automobile owned by a faculty or staff member.

3. WHEN A STUDENT WITHDRAWS FROM THE COLLEGE OR COMPLETES HER WORK AT SWEET BRIAR, SHE SHOULD REMOVE THE SWEET BRIAR DECAL FROM HER AUTOMOBILE ELSE HER CAR WILL BE SUBJECT TO STUDENT, NOT GUEST, REGULATIONS WHEN SHE VISITS THE CAMPUS.

E. Car Rental System: The College has two automobiles to rent to Sweet Briar Students who are 18 years of age or older and who are licensed drivers. Rental fees and special requirements of rental are posted on dormitory bulletin boards and at the Information Center. 48 hours is the maximum duration for rental. Each vehicle carries comprehensive, liability and property damage insurance BUT not collision insurance. Any loss or damage to a rented vehicle is the lessee's responsibility.

Reservations for use of the car, as well as the rental procedure are handled through the Information Center at Sweet Briar.



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### Convocations

Students are expected to attend Convocations.

### College Calendar

1. The college calendar is under the supervision of the Assistant Dean of Student Affairs whose approval of each college or college-related event is requested on a notice blank available in her office.
2. An important event, the plans for which are incomplete, may be tentatively listed until a completed calendar notice blank can be presented and approved. If an event includes a visiting speaker and/or requires food and preparation of the place of meeting, approval request blanks obtained with the calendar notice blank must be filed in the indicated offices.
3. The weekly mimeographed calendar is compiled and published each Friday in the office of Student Affairs. All events listed on the calendar *must be approved by noon of the preceding Wednesday*. All events which do not need to be listed must be approved at least 24 hours prior to the event.

### Self-Help (Student Employment)

Application for jobs must be made to and cleared through the Director of Financial Aid. Since all recipients of financial aid (except freshmen) are normally expected to hold self-help jobs, they will be given preference in job placement.

### Day Students

1. *Meals:* Day Students are to present a meal ticket for any meal taken in either of the college dining rooms. Meal tickets are obtainable at the Information Center. The prices are

Breakfast .....	\$ .80
Lunch .....	.80
Dinner .....	1.15
Lunches .....	17.20 monthly rate payable in advance on the first day of the month.

2. *Automobiles:*

- a. Registration: New students or new or different automobiles from those registered formerly are to be registered in the Pinkerton Security Office in Manson. See Handbook, page 74, for recommended minimum liability insurance limits.

- b. Parking on campus allowed —

During the day: Parking lot in front of the Gymnasium except for a few marked spaces reserved for members of the Department of Physical Education; spill-over in the far lane of the Babcock-Guion parking lot.

Nights and Sundays: The above or Fletcher parking lot.

Day students are asked please not to park in front of Babcock ever, even at night or on Sunday.

3. *Day Students' Room*

08 Randolph is the Day Students' Room.

### **Married Students**

If a student already enrolled in Sweet Briar College plans to marry before graduation, she is requested to notify the Dean of her marriage plans at least a month in advance of the marriage. Since there is no student housing available for married couples on campus, the student and her husband are responsible for making housing arrangements.

### **Withdrawal**

A student who wishes to withdraw from college during the academic year must present to the Dean the written approval of her parents or guardian, stating the reasons for withdrawal. She must clear all financial obligations before honorable dismissal can be granted.

### **Readmission**

Readmission after withdrawal from Sweet Briar is not automatic. Application for readmission should be made to the Dean.

## **PUBLICITY GUIDELINES**

**A. Off Campus:**

1. *ALL* off campus publicity, news stories, feature stories and the like, to any media whatsoever with the exception of engagement or wedding announcements must be handled through the Office of Public Relations. The Office of Public Relations will prepare and distribute all off campus news and publicity releases which relate in any way to Sweet Briar College. Should any student nevertheless desire to submit material to any media, permission to use the name of Sweet Briar College must be secured from the Director of Public Relations in advance.

If occasion for publicity arises unexpectedly, a student may, if she wishes, identify herself as a Sweet Briar student but should speak only for herself as an individual.

2. In case of an accident, a student should give only her name and college address to any reporter or photographer. In the interest of the owner of the car and his insurance coverage, it is important that information be given only to police authorities, and that should be factual. Students are advised not to sign any report of the accident or to assume any liability, except at the direction of the police.

**B. On Campus:**

Any reporter, photographer, or distributor of questionnaires from outside of the College who has permission to work on the campus will be accompanied by someone from the Public Relations Office, or an appointed substitute. Students are requested to notify the Director of Public Relations if they meet any unauthorized reporters or photographers on campus.

**Regulations Concerning the Use of College Property and Facilities**

1. Written permission for the use of college property—including rooms, equipment, and campus areas—for other than their usual functions and purposes by any individuals or groups, whether they are associated with the College or not, must be obtained in advance from the appropriate member or members of the College administration.
2. Requests from groups or individuals not normally authorized to use the College's mailing facilities must be addressed, in writing, to the appropriate office (Alumnae Office for Alumnae Records, Development Office for Parent Records and others) at least three weeks in advance of the planned mailing date.
3. Such requests must be accompanied by copies of all materials to be included in the mailing.
4. Written approval, from appropriate members of the administration and the Director of Public Relations, of the contents must be obtained before the mailing can be processed.
5. If permission is granted to use the College's mailing facilities, the individuals or group concerned will pay in full for all services rendered and materials used.
6. Letters or statements must be signed and envelopes must carry the name of an individual to whom replies may be directed.
7. College stationary and envelopes are not to be used.

**Fund Raising**

Any fund-raising projects, either on or off campus, should be cleared in advance with the Director of Development.

The stipulations regarding publicity and fund-raising are made to prevent conflicts with the Directory of College Developments press relations and fund-raising programs and to promote the best interests of the college community in these two areas.

**Delinquent Accounts and Bad Checks**

No student who is in arrears to any department or enterprise of the College will be permitted to take term examinations, nor may she receive a grade report, transcript or diploma. A fine of five dollars will be charged for any check returned for Insufficient Funds or *Account Closed*.

**Food Sales**

Any group of students or any organization wishing to sell food or refreshments on the campus must secure permission in advance from the Dean of Student Affairs and the College Physician.

**Solicitors**

No off-campus solicitors are permitted in the dormitories. In case any such person is detected, notify at once the Security Police Officers or the Information Center, giving the location of and a description of the stranger.

**Identification Cards**

An I. D. card is issued to each student at the beginning of the college year. The student is under her honor not to tamper with nor to borrow or lend this card. The I. D. card is required for the cashing of checks at the Treasurer's Office and may be called for by any department of the College.

A special notice concerning charge and duplication will be posted.

**Responsibility for Property**

Although the College endeavors to protect the property of its students in the same manner as its own, it will not be responsible for loss of any personal property of any student. Students are responsible for damage to College property not due to normal usage.

There is to be no painting of any college property, except the freshman hitching post. There is to be no painting of individual or stage property in any area of the dormitories or residence halls except in Grammer Commons. Any violation of this will mean that the individuals or the clubs responsible for the damage will be billed for paint removal or for redecoration of the area in question.

**Miscellaneous Reminders**

1. Each student is reminded that she, in her behavior off campus as well as on, is a representative of the Sweet Briar Community.
2. Students are asked to respect Sweet Briar property and to use their influence with their guests to do the same.
3. STUDENTS ARE REMINDED TO RESPECT THE PROPERTY OF OTHER PEOPLE LIVING IN THE SWEET BRIAR AND AMHERST COMMUNITIES. TRESPASSERS MAY BE PROSECUTED IN AMHERST COURTS OF LAW.

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### The Sweet Briar College Health Service

The Sweet Briar College Health Service is dedicated to the ideal of helping each student learn to assume personal responsibility for her own health and well-being and maintain a state of positive good health so that she may successfully perform her academic duties and derive a full measure of benefit and satisfaction from her college experience.

The Service is staffed by the College Physician, a Consulting Psychiatrist (part time), and four registered nurses. Consulting services in all medical specialties are available in Lynchburg, 14 miles distant from the College. The Amherst County Rescue Squad, a volunteer organization, may be called upon in emergencies and provides prompt transportation to the Emergency Room of Lynchburg General-Marshall Lodge Hospital. The College Physician holds scheduled office hours while the College is in session. In case of emergency outside of the scheduled office hours, the Nurse in charge will inform the Physician and secure instructions as to procedure.

With the exceptions noted below, service for students is provided as a part of the comprehensive college fee and is as follows:

**A. Out-patient:**

1. The College Physician may be consulted at the Harley Student Health Center during the scheduled office hours. Specific office hours of the physician and the nurses are listed in the Directory of Hours on page 103.
2. The Consulting Psychiatrist sees patients by appointment on Wednesdays in the lounge of the Infirmary. A student desiring a consultation should telephone the Infirmary to make an appointment. The service provided consists of counselling. Intensive therapy is not provided. Consultations are normally limited to 30 minutes. The service is provided on campus by the College without charge. If the student and the Psychiatrist agree that an extended series of consultations will be helpful, arrangements may be made by mutual agreement, with the student or her family paying the usual fee to the Psychiatrist.

**B. In-patient:** In-patient services are provided for students ill enough to need bed care. If confinement in the Infirmary seems likely to exceed five days, the student or her family will be advised. The comprehensive fee for resident students covers office visits to the College Physician, consultation with the Consulting Psychiatrist as specified above, and bed care in the Infirmary up to five days without extra charge. For each additional day of care in the Infirmary, a charge of \$5.00 is made.

**C. On a limited out-patient basis, the Health Service makes provision for the employees of the College and their families. Employees and their families may consult the College Physician during scheduled office hours only. No house calls can be made and no bed care in the Infirmary provided. Since the Health Service is available only**

while the College is in session, every employee is advised to have a personal physician in the local community. Treatments prescribed by a personal physician may be given at the Infirmary while the College is in session. There is no charge for employees of the College. The usual charge for families of employees is \$5.00 per visit.

D. Dispensing of medication: For legal reasons the Infirmary does not dispense medication except in an extreme emergency. The physician will prescribe medications needed by a student. The prescriptions will be delivered daily at a specified time to the Information Center by a local Amherst pharmacy. Only the person for whom the drug is prescribed will be permitted to pick up the medicine. A charge will be made to the student by the pharmacy. There will be a minimum charge to the student for any laboratory tests performed.

E. The College Physician and the Consulting Psychiatrist serve, in relation to both students and employees and their families, in accordance with the ethical standards of the medical profession. All information received by the College Physician and the Consulting Psychiatrist in the discharge of their professional duties, whether from students or members of the staff or their families, is *privileged and confidential* and will not be divulged without the consent, given in advance, of the patient unless required by law, or if in the judgment of the College Physician or the Consulting Psychiatrist a serious threat to the welfare of the patient or the community may arise out of the patient's medical problems.

F. The College Physician and the Consulting Psychiatrist share with the department of Physical Education responsibility for the College's program of health education. There is an accredited course in health education open to all four classes under the department of Physical Education. In addition, the Health Service and the Department of Physical Education jointly undertake to provide information on the problems affecting the physical and mental health of the community. From time to time there are lectures, films and other means of disseminating information and providing for the discussion of problems and the answering of questions relating to the physical and mental health of the community. Informational materials in the form of books and pamphlets on sex, drugs and other matters of health are available in the Infirmary, the Library and some of the residence halls.

G. Since the Health Service has the responsibility for the medical care of the students, it is urged that all referrals to consulting specialists be arranged through the Infirmary. The Health Service assumes no responsibility when students choose to consult outside physicians independently of the Infirmary.

There is a separate pamphlet on Health Services at Sweet Briar which will be distributed to all students and describes in detail certain procedure, policies, fees of consulting physicians, laboratory tests, and other subjects which might be of interest to the student.

### Religious Life and Services

Sweet Briar is an independent college without denominational affiliation. Nevertheless, it has always stressed the cultivation of spiritual values as essential to true education.

From its beginning, Sweet Briar College has emphasized cooperation between people of faith within and beyond the Christian community. Even before the great modern ecumenical movement gained momentum, ecumenism was practiced at Sweet Briar and continues to be. Undoubtedly, the varied religious backgrounds of both faculty members and students enrich the whole life of the campus community. However, the individual's participation in either the academic study of religion or the College worship services is entirely voluntary.

The religious life of the College is centered in The Sweet Briar Memorial Chapel. Completed in 1966, the Chapel was dedicated on April 23, 1967, with world-renowned leaders of various denominations participating.

Sunday services are held in the main Chapel. The College Chaplain normally is the minister, although during the year, guest ministers from many religious traditions are invited to speak. Holy Communion is celebrated at least once each term in the Sunday service.

A weekly Chapel service is held on Tuesday at 12:00 o'clock. Faculty members, students, and occasionally guest ministers lead these services. There is no set form, each leader being responsible for the order of service which is used. For example, during the year there are Quaker meetings, religious plays and concerts, as well as more formal addresses. A service of Holy Communion is also held on Wednesday afternoon at 5:30 o'clock.

The small chapel is used for many different services. The Roman Catholic Mass is celebrated here on a regular schedule by a priest from the Diocesan Campus Ministry. The Sunday schedule of masses at Holy Cross Church, 810 Clay Street, Lynchburg is posted on the Chaplain's bulletin board. Mass here on campus may be used to count for the weekly obligation should the Sunday Mass be missed. The small chapel is available for other services when desired.

Students who prefer their own denominational service may attend the local churches of Amherst (Baptist, Episcopal, Methodist, and Presbyterian) or of Lynchburg (besides the aforementioned, Lutheran, Christian Science, Latter Day Saints, Greek Orthodox, United Church of Christ, Unitarian, Nazarene, and others). Jewish students normally attend the Agudath Sholom Synagogue in Lynchburg.

The Fellowship of Christians United in Service (F.O.C.U.S.) is the only organized religious group on campus. It sponsors certain worship services and provides an outlet for social service work in the local community and in Lynchburg.

Students provide the membership of the Altar Guild, and serve on the joint faculty-student Church & Chapel Committee. This Committee is responsible for the direction and growth of the religious life of the College. It is concerned with the arrangement of the college

worship services and it chooses philanthropic projects for which the church offerings are used.

Besides the Annual Religious Conference, under the auspices of F.O.C.U.S., there are many occasions at meals or elsewhere, for informal discussion of religious questions with visiting clergymen, with the Chaplain, or with other members of the faculty.

The College Chaplain is The Rev. Frederick T. Schumacher.

## FOOD SERVICES

### A. The Refectories

1. Except for fresh fruit, crackers and cookies, nothing may be taken from the dining room at meal times.
2. Visitors dining in the Refectories must buy meal tickets at the Information Center. The prices are:

Breakfast .....	\$ .95
Lunch .....	\$ .95
Dinner .....	\$1.95
Sunday Supper .....	\$ .95
Special Dinners .....	Special Prices

Meals are available *table d'hote*, at the hours listed on page 104.

3. Bag lunches will be provided for field-trips, student teaching and other academic activities only on request of the faculty member in charge.
4. All orders for food must be placed at least forty-eight hours in advance, earlier notification being desirable. It must be understood that these services are not automatic and can be rendered only if the schedule of the Refectory staff permits the extra food service.
5. The following regulations cover conduct and appearance in the Dining Room:
  - a) Barefeet are not permitted in the Dining Room by Virginia State Law.
  - b) Students dress at meals must be appropriate to the Dining Room—no nightgowns, bathrobes, bikinis, or bathing suits.
  - c) Seats in the Dining Rooms may not be reserved by the student. Only the Supervisor can make any reservations.
  - d) “Seconds” on any meal will be given out by the Supervisor only *after* all students have “firsts”.
  - e) Except for breakfasts and buffets, all students will be seated by the Supervisor/Hostess on the floor.
  - f) Food for sick or incapacitated students may only be taken to rooms after permission is secured from the Infirmary.

**B. Mother Macke's**

Mother Macke's, located in the basement of Reid, is a popular student lounge. Open 24 hours a day to students only, Mother Macke's houses a variety of vending machines where students can purchase many commercially packed foods and drinks. There is a television and comfortable seating for eating snacks, playing bridge, and just talking. Most dorms are also equipped with vending machines.

**C. Wailes College Center**

Please refer to page 69.

**CAMPUS OFFICES****A. Dean's Office**

The Dean and the Assistant Dean have offices on the first floor of Fletcher. The Office of the Dean has responsibility for the following areas: academic counseling; admission with advanced standing; all summer school work; class attendance; withdrawal from the College and readmission after withdrawal; academic eligibility; study abroad; advising foreign students.

For the hours when the Office is open see Directory of Hours, page 103.

**B. Student Affairs Office**

The Dean of Student Affairs, Mr. John Rice, and the Assistant Dean of Student Affairs, Miss Alberta Zotack, with offices in Reid Hall are in charge of (1) rooming assignments, (2) matters pertaining to extracurricular activities except academic eligibility, (3) matters pertaining to social affairs, (4) the Resident Adviser program, (5) the weekly calendar, and (6) the use of college vehicles for approved activities and cultural events.

**C. Career Counseling**

Programs, Speakers, and Recruiters from businesses are a few of the activities provided by the Career Counseling Office to help students become aware of the many career opportunities available after graduation. The Careers Library is full of information about all types of careers, graduate schools, summer jobs, and job finding techniques. It is continuously updated and ready for student use. The office maintains a credential file for each graduating senior. Karen Hartnett, the Director of Career Counseling, is always available to talk with students about their plans and to help them find directions that are most interesting to them.

**D. Alumnae Association**

The Alumnae Office is located in the Alumnae House. Mrs. Bernard L. Reams (Ann Morrison '42) is the Director of the Alumnae Association. The purpose of the Association shall be to foster and promote in individual alumnae and alumnae clubs an active interest in

Sweet Briar College. This is done by acting as the liaison between the College and the alumnae, by publishing the Alumnae Magazine, by raising money for the College through the annual Alumnae Fund, and by maintaining up-to-date address files for all alumnae. Students are welcome at the office at all times.

## **CAMPUS SERVICES**

### **A. Book Shop**

The Book Shop is located on campus (see map) and provides a readily accessible source of textbooks, trade books, supplies, and gifts. All purchases for textbooks, school and art supplies during the opening weeks of college must be paid for by check or cash. After October 1st, all purchases, except textbooks, may be charged. Statements will be rendered bi-monthly and are due within 30 days. All charges must be paid by June 30th of each year; any unpaid balance beyond this date will be assessed a service charge of  $1\frac{1}{2}\%$  per month. An unpaid bill of one hundred dollars or more will be subject to review as to further charge account privileges.

### **B. Post Office**

The U. S. Post Office is located on the ground floor of the Manson dormitory. The purchase of stamps and all other postal services are available here. At the request of the Student Association, students receiving special delivery mail are notified by telephone. A complete mail schedule is posted in the post office lobby at all times. Each student is assigned a post office box for rent which is payable at the beginning of the college term. In addressing students' mail to Sweet Briar, Virginia 24595, parents and friends are asked please to use the students' box numbers to expedite the delivery of the mail. It is not necessary to show Sweet Briar College or the name of the dormitory in the students' addresses.

### **C. Laundry**

A modern coin-operated laundry facility is available on campus for student use. Those students who desire a weekly linen service consisting of 2 sheets, 1 pillowcase, 3 bath towels, 2 hand towels and 2 wash cloths may obtain this service from a college approved contractor.

### **D. Ceramics Shop**

The Ceramics Shop is located in the basement of Boxwood. Students may, for a set fee each term, obtain permission to use the Ceramics Shop daily and can also sign out a key from the Information Center should they wish to use the Shop in the evening. Further information about the ceramics program and equipment can be obtained from the Assistant Dean of Student Affairs, Miss Alberta Zotack.

### **E. Wailes College Center**

Please refer to page 69.

## F. Information Center

The Information Center found on the ground floor of Manson Dormitory has someone on duty twenty-four hours a day to help when needed. Please see page 59 for more information.

## G. Security Office

The Security Office found on the ground floor of Manson Dormitory, along with the Post Office and Information Center, is the office of the Sweet Briar Pinkerton Force. More information on page 72.

# COMMUNICATIONS AND TRANSPORTATION

## A. Communications

The College may be reached by telegraph or telephone, but calls will not be put through to the dormitory corridor phones, after 1 a.m., except in emergency. Telegrams from Sweet Briar are sent through this territory's centralized office in Moorestown, New Jersey over toll free line 1-800-257-2221. Telegrams may be charged to the student's private telephone or sent collect. Money sent by wire can be received at 2812 Bedford Avenue in Lynchburg, Virginia.

There are telephones on practically every floor of the dormitories. For calls to Amherst there is a charge of ten cents (10¢) from a pay phone; and to Lynchburg, long distance, thirty cents (30¢). ALL students are now permitted to have phones of their own.

## B. Railway Express

Trunks, baggage or packages must be sent PREPAID and should be checked to Sweet Briar College, Virginia.

Trunks, baggage or packages may be shipped from Sweet Briar via Railway Express prepaid or collect. Special instructions concerning procedure will be provided at the Information Center.

## C. Trains

To provide service to the Sweet Briar Community, the Southern Railway will:

- A. accept at the Monroe (Virginia) Station, telephone 845-8091, long distance COLLECT calls from Sweet Briar for those who wish to check on schedules, to make reservations and to order tickets with the understanding that the ticket will be picked up at Monroe Station before boarding the train. Tickets not originating at Monroe will be delivered to the Information Center at Sweet Briar by a Monroe agent if the ticket money is left in an envelope along with confirmation of the order.
- B. Although no trains will make automatic stops at Sweet Briar, Southern has agreed to stop any Southern Railway main line passenger train at Sweet Briar whenever requested to do so by the College, except Train #2 which is the Southern Crescent Northbound. In the interest of control, responsibility for communicating with

Southern on when trains should stop at Sweet Briar will rest with the Office of the Dean of Student Affairs. The request must be made during office hours under the following stipulations:

1. By Friday noon for a weekend stop
2. A minimum notification of 24 hours for other stops
3. Any costs incurred as a result of failure to return on a designated train must be borne by the student filing the request.

#### **D. Planes**

Lynchburg is serviced by Piedmont Airlines and reservations should be made far in advance of one's desired departure and arrival times. The toll free number is 1-800-334-8661.

#### **E. Buses**

Amherst and Lynchburg are both serviced by Continental Trailways and Greyhound bus lines.

### **TRADITIONS**

#### **A. Class Symbols**

##### **The Class of 1976**

Motto: Factum non verbum.  
Colors: Purple and gold.  
Emblem: Swan.

##### **The Class of 1978**

Motto: Ne obliviscamur.  
Colors: Green and black.  
Emblem: Oak tree.

##### **The Class of 1977**

Motto: Honor ante honores.  
Colors: Peacock blue and green.  
Emblem: Peacock.

##### **The Class of 1979**

Motto: Spectamur agendo.  
Colors: Delph blue and black.  
Emblem: Lion.

#### **B. Sweet Briar Song**

Sweet Briar, Sweet Briar, flower fair,  
The rose that on your crest you wear  
Shall never fade, but always bear  
Thy beauty, O Sweet Briar!

Sweet Briar, Sweet Briar, thy columns white  
Shine on thy hills a beacon light  
Of truth, to burn with radiance bright  
Forever, O Sweet Briar!

Sweet Briar, Sweet Briar, we sing to thee.  
May thy foundations ever be  
Strong as thy hills, thy purity  
That of thy rose, Sweet Briar!

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## HONORARY ORGANIZATIONS

### **A. Aints and Asses/Paint and Patches**

Aints and Asses, as the name should indicate, is a unique organization on campus. Its members, chosen for their wit and lack of restraint, dress in manner unorthodox and behave in manner even more so.

The Aints and Asses were originally formed to take off on Paint and Patches productions, but now, being masters of comedy, the Asses perform several original skits during the year to entertain the students. When spring arrives, one can see them, out in full force, blowing their whistles to keep students from trampling the grass.

---

Paint and Patches, Sweet Briar's dramatic club, was organized for the purpose of creating and developing an active interest in all branches of drama and to promote a deeper knowledge of the technique of dramatic art.

P & P also attempts to provide entertainment for the entire community and to be of assistance in any theatrical undertaking on campus.

Eligibility for membership in Paint and Patches is determined by interest, achievement, and lots of hard work. The many areas of the club include scenery design, properties, lights, makeup and costumes which provide opportunities for membership to those interested in various branches of the theatre.

### **B. Bum Chums/Q.V.**

“Hallelujah, I'm a Bum!” sung gaily, echoes through the halls of Sweet Briar the night of spring step singing as the Bum Chums tap their ten new members. In addition to an interest in furthering the Lynchburg-Amherst area relations with the College, the Bum Chums are chosen for their good spirit, interest, and general participation in the activities of the College.

Throughout their junior year the “notorious ten” serve as useful members of the community. As a service organization, the Bums sponsor the Bloodmobile, the Christmas Bazaar, a foster child, and numerous service projects. Not least among their projects are their famed shows, the Bum Chum Inns. Also, the Bum Chums make a fun-loving effort to harass their rival group, the secret Q.V.'s.

---

A girl who is chosen to be a Q.V. is not taking on a new job; she is continuing her interest and work for the class. The members of this sophomore honorary society are elected by their classmates in the spring of their freshmen year for the spirit and enthusiasm they have displayed. The Q.V.'s goal, that of spirit and unity, is an intangible and challenging one for each new group to work toward meeting. Their purpose is to promote class spirit and their names are kept *secret* until Spring Step Singing of their sophomore year.

### **C. Chung Mungs/Tau Phi**

This upperclass honorary society is composed of thirteen outstanding juniors and seniors, known for their friendliness, cheerfulness,

enthusiasm and general interest in Sweet Briar. Their activities include weekly sales of goodies in the dorms and daily sponsoring of the "announcing services" in both Refectories. It is characteristic of this group to constantly seek new areas of activity which will benefit the College; they are always coming to the College with new ideas for new drives.

In the moments not occupied by such worthwhile pursuits the Chung Mungs must deal with the serious and sober-minded Tau Phi's, harassing and ruffling their intellectual demeanor. Whatever these ghostly thirteen do, they continue to remind us of the need of others and prove that giving need not be a sober affair. A familiar and integral element of Sweet Briar life is this fun-loving group who so gaily chant "Glory, glory, I'm a Chung Mung . . ."

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Tau Phi is an honorary society organized for the purpose of upholding the principle of a liberal arts education—the broadening of the mind by contact with the many fields of human knowledge. The membership is composed of a limited number of upper classmen chosen in recognition of their scholarship, character, and aesthetic sensitivity, and who, by their attitude and effort, stimulate a lively interest and participation in the intellectual growth of Sweet Briar College. Throughout the year the society assists the Lectures Committee to encourage attendance at lectures, plays, and concerts, and to arrange hospitality for visiting speakers.

#### **D. Phi Beta Kappa**

In 1949, the United Chapters of Phi Beta Kappa granted a chapter, Theta of Virginia, to Sweet Briar College. Election to membership depends not only on excellent academic record but on evidence of broad cultural interests, scholarly achievement, and promise of intellectual growth.

The number of seniors elected to Phi Beta Kappa rarely exceeds 10% of the class and may never exceed 15%. A limited number of juniors may be considered for election.

#### **E. Sweet Tones**

Thirteen girls from the sophomore, junior and senior classes compose the Sweet Tones, Sweet Briar's small independent singing group which specializes in interesting arrangements of popular music. Tryouts are held each spring and the following year the group entertains for various social events on campus such as the Bum Chum Inns, Alumnae meetings, Board meetings, and for various organizations in the Lynchburg-Amherst area.

### **CLUBS AND COMMITTEES**

#### **A. Art Association**

The Art Association is in charge of sponsoring art exhibitions and lectures. Any interested girls can join.

**B. Athletic Association**

The great range and beauty of the Sweet Briar campus offer students the splendid opportunity to participate in a variety of sports. The purpose of all activities, whether organized or informal, is to promote good health, individual skill, fun and relaxation through the guidance of the Athletic Association working jointly with the Department of Health and Physical Education. Every student is entitled to the use of all athletic property, such as tennis courts, hockey and lacrosse fields, and the boat house.

Sweet Briar has five varsity teams (Basketball, Lacrosse, Hockey, Golf, and Tennis) for those students who have special skills in these sports. These teams compete with other colleges all over the state and participate in state tournaments. For those unable to make the varsity teams, intramural sports are held in the fall and winter.

Also included in the Athletic Association's sphere of activities are:

**1. Dance**

Sweet Briar Dance Theatre strives to incorporate all aspects of the theatre experience through creative dance. Drawing heavily on the choreographic talents of its members, Dance Theatre presents many on-campus performances. By decision of the group's executive board, new members are chosen on the basis of both technical competence and interest in the dance at Sweet Briar. Required weekly meetings are supplemented by at least one additional hour of classwork, often with members assuming the capacity of demonstration for technique classes.

The Dance Theatre is an active participant in many diverse spheres of college life. Performances often draw on the talents of many members of the community and all try-outs are open to the entire College.

In addition to performing on campus, the group represents Sweet Briar at several Dance Festivals in Virginia, as well as entertaining diverse area groups. Fostering a general interest in all forms of dance, Sweet Briar Dance Theatre invites guest artists for master technique classes and acts as hostess to visiting dance companies who come to Sweet Briar through the Lectures Committee.

**2. Outing Cabin**

See page 68.

**3. Outing**

See page 67.

**4. Swimming, Boating and Canoeing**

See page 67.

**5. Riding Program**

a. It is the objective of the Riding Program to provide instructional courses in all levels of riding to complement the various skill levels of the different students. Students should consult the Riding Program pamphlet for complete information including course offerings, special events, and required attire. It is the

purpose of the Riding Council to assist in the operation of the overall riding program at Sweet Briar College. It lends spirit and leadership on a student level to the entire program. Some of the objectives of the Riding Council are:

- To help students who are not qualified to hack alone.
- To assist non-riders in learning about the riding program.
- To function as a part of the Athletic Association of the College.
- To assist in the formulation and administration of the Rules and Regulations of the Riding Program.
- To promote greater interest in the overall riding program for all levels.

The Riding Council Pamphlet should be consulted for complete information.

#### **C. Career Planning**

The Career Planning Committee is composed of 21 students from all classes and several members of the faculty and staff. In cooperation with the Director of Career Planning, the committee arranges a series of programs based on student interest in particular career fields and summer jobs, sponsors visits from speakers and recruiters, and encourages students to use informational materials in the Office of Career Planning. See also page 85.

#### **D. Center of Italian Culture**

The Center of Italian Culture was organized in response to the growing interest in the heritage of modern Italy—its culture, its language, its history. Members of the organization are eager to spread their enthusiasm and do so by sponsoring various activities such as literary discussions, theatrical productions, current lecturers and films, and informal social gatherings. In addition, the Center seeks to keep the community informed of events in other cities which are relevant to its goal of promoting an understanding of Italian culture. All members of Sweet Briar are invited to join the Center of Italian Culture.

#### **E. Challenge**

Challenge is an organization designed to assist students wishing to work in Amherst County. It provides students with the opportunity to become involved within the community through work with children and families in need. With professional assistance and advice each student will determine the services needed to meet individual situations. Students will work with and be responsible to local agencies.

The goal is to establish a working and beneficial relationship which will broaden the perspectives of both the workers and the recipients of the program. Hopefully Challenge will increase the student's awareness of community problems as well as materially and psychologically benefit the families involved.

#### **F. C.L.E.A.N.**

Sweet Briar's Citizens' League for Environmental Action—Now (C.L.E.A.N.) is a student-faculty-staff organization whose purpose is to

stimulate action in the cause of a healthier environment. Through exhibits, speakers, films, and community activities, C.L.E.A.N. seeks to encourage its members to take an active part in fighting for clean air, clean water, good conservation techniques and wildlife management. Membership is open to all students, faculty and staff, and a Planning Committee comprised of four students and four faculty-staff personnel acts as a clearing-house for suggested plans of action from its membership. Everyone truly concerned about our environmental crisis is urged to join C.L.E.A.N.

#### **G. Coffeehouse Committee**

The Coffeehouse Committee is primarily responsible for the upkeep of the Coffeehouse and the activities sponsored by the Coffeehouse (see page 70). Anyone can participate and new ideas are always welcome.

#### **H. Committee for the Understanding of Racial Attitudes**

The Committee for the Understanding of Racial Attitudes (C.U.R.A.) was formed to encourage the understanding between races through education and action. The Committee is open to any interested students.

#### **I. Curriculum Committee**

The Curriculum Committee is organized for the purpose of representing the students and serving as a liaison between the students and the faculty in matters pertaining to curriculum. The Curriculum Committee meets with the Faculty Instruction Committee to present proposals for changes in the curriculum and to discuss aspects of the educational program. Proposals must pass through the Faculty Instruction Committee and then a full meeting of the Faculty before becoming effective. See also page 18.

#### **J. F.O.C.U.S.**

The Fellowship Of Christians Uniting in Service of Sweet Briar College declares its purpose to be as follows: to encourage Christian love, fellowship, and service on Sweet Briar Campus and in the surrounding communities. Any person in the college community may be a member of F.O.C.U.S. and shall have the privilege of voting.

The Cabinet, consisting of the executive officers, committee chairmen, faculty advisers and two freshmen representatives, is the executive body of F.O.C.U.S. and has the power to make executive decisions in relation to policies and program. There are seven planned meetings a year as well as a fall and spring retreat for the discussion and evaluation of the F.O.C.U.S. program and a chance to make the organization more responsive to the needs of the community.

Activities include various parties for children in the local community, services to the nursing homes and day-care centers, an Annual Religious Conference and many religious-oriented programs like Prayer Breakfast and Bible Study.

**K. Food Services Committee**

The Food Services Committee is a committee formed of elected representatives from each class to work with the Director of Food Services on suggestions to improve the Sweet Briar Food Services. Any new ideas and helpful hints are welcomed.

**L. Der Deutsche Klub**

A relatively new organization at Sweet Briar, the German Club was formed to provide interested students with the opportunity to speak German outside the classroom and to become acquainted with the history and culture of the country. The club's activities include: trips to a German restaurant in Charlottesville; films and speakers; picnics; a monthly discussion hour; slides and travel lectures by students; Christmas caroling and other holiday celebrations; and a traditional German dinner. There is also a German table in the Refectory each week, at which students from beginning to advanced levels hold informal conversation with the department. All interested students are encouraged to participate in the club's activities, in order to create an atmosphere of Gemutlichkeit among the German-speaking community.

**M. Health Service Committee**

The Health Service Committee is a committee organized to work in conjunction with the Sweet Briar College Health Service and Student Body to improve the quality of our Health Service. Questionnaires are often distributed and the Health Service Committee Representatives (elected by their classes) are always willing to listen. Their pamphlet, distributed at the beginning of each year, is helpful in familiarizing the students with the medical facilities and services at Sweet Briar.

**N. Infinity**

The Infinity Association is responsible for the photography exhibits and contests sponsored on Sweet Briar Campus. Membership is open to anyone interested and all members have access to a darkroom to develop and print their own films.

**O. Instruction Committee**

The Instruction Committee is made up of three representatives, one from the Humanities, one from the Natural Sciences, and one from the Social Sciences. These three representatives are members of the Instruction Committee of the Faculty and sit in on their scheduled meetings where they can give their views on the proposed topics of discussion.

**P. Orientation Committee**

The Orientation Committee is composed of a junior chairman who, with the help of a sophomore co-chairman, supervises the work of six sophomore committees directed by six sophomore chairmen: the activities committee, the entertainment committee, the publicity committee, the mixer committee, the picture book and name tag committee, and the special committee whose members do not have

little sisters because their special responsibilities entail much extra time. The purpose of the Orientation program is to help the incoming freshmen adjust to college life at Sweet Briar. See also page 18.

#### **Q. Student Affairs Committee**

The Student Affairs Committee, composed of one representative from each class, is the student committee which meets with the Board of Overseers twice a year. At each of these meetings, the student body's plans, hopes, and activities are discussed. This committee is a vital link between the students and the Board.

#### **R. Student Development Committee**

The Student Development Committee is a group of 13 students who work together with the Head of the Development Office to raise money for Sweet Briar which is allocated by an annual vote of the entire student body. The committee is responsible for keeping members of the Sweet Briar community informed of any money-making projects and urging their cooperation and support in such projects.

#### **S. Student Guides & Hostesses**

Student Guides and Hostesses serve a vital function to the Admission Office in presenting the College to visitors, and also in sharing with the Admission Office their impressions of the prospective students. The prospective student's visit with the guide and/or hostess is often a determining factor in her reaction to Sweet Briar.

Student Guides show prospective students and other guests around the campus. Each guide volunteers one hour of the week during which she is available to give tours of the campus. A chairman, who is appointed by the Admission Office, co-ordinates the activities of the guides. At the end of the year ten Guides who have been especially outstanding in giving of themselves and their time are chosen as Honor Guides. Freshmen are eligible to be Guides after the Fall Term. Any-one who is interested in being a volunteer Guide should contact the Admission Office.

Student Hostesses are headed by the Overnight Hostess Chairman. Hostesses entertain prospective students who wish to spend an overnight in the dormitory, usually on a Friday night. Those who are interested in being a Hostess may volunteer at house meetings in the early fall. The Chairman is responsible for placing the prospective student with a hostess.

#### **T. Sweet Briar Singers**

The Sweet Briar Singers, a group of 30 to 40 students, perform several concerts a year. The repertory, both sacred and secular, is drawn from the best traditions in choral literature. Some concerts are done in conjunction with men's college choral groups. Admission is by audition at the beginning of the college year.

#### **U. Young Americans for Freedom**

Young Americans for Freedom (Y.A.F.) is open to any interested student. It is an organization designed to increase awareness and

understanding of current political issues by promoting campus-wide activities and serving as a forum for discussion.

#### **V. Young Republicans**

Organized to stimulate campus interest in current political affairs, the Young Republican Club at Sweet Briar is active on the local, state, and national scenes in cooperation with the College Republican Federation of Virginia. Not only does the club sponsor prominent speakers, it initiates joint activities, workshops, and mixers with neighboring undergraduate and graduate schools. Members are kept busy throughout the year campaigning, doing precinct work, and service projects. The club welcomes everyone at the monthly meetings, and encourages those generally supporting the Republican Party to join.

Other clubs and committees not previously mentioned (i.e., French Club, Spanish Club, Bridge Club, and Ski Club) are open to all students and will hold meetings early in September. *All* clubs and committees will post signs as to meeting dates and places for all interested students.

### **STUDENT PUBLICATIONS**

#### **A. The Brambler**

*The Brambler* is the college literary magazine. By publishing poetry, prose, art work, music or any other creative endeavor of fine quality contributed by the four classes and occasionally by the faculty, *The Brambler* aims to recognize and to stimulate creativity at Sweet Briar and to bring varied and vital enjoyment to all readers.

#### **B. The Briar Patch**

*The Briar Patch*, the Sweet Briar annual, is published each spring. In the pages of *The Briar Patch* the staff tries to give all aspects of college life, especially the outstanding events of that year, which will serve as a permanent record and reminder when the year is over.

#### **C. The Students' Handbook**

The aim of the *Students' Handbook* is to acquaint students with the rules, activities and organizations of Sweet Briar and to introduce the honor system which governs every aspect of life here. The *Students' Handbook* forms an important source of reference throughout the year. It is published annually; a copy is sent to each freshman in the summer while upperclassmen receive copies upon return to the College in the fall.

#### **D. The Sweet Briar News**

*The Sweet Briar News* is the weekly newspaper published by the students. It aims to give the students, faculty, and community reports of all the news which will be of interest to them. All students and especially freshmen whether they have had experience on school newspapers or not, are urged to try out for positions on the staff. Parents are invited to subscribe and keep up with campus events.

**DIRECTORY OF OFFICERS 1975-76****Aints and Asses**

<i>Most Illustrious</i> .....	GALVIN GENTRY
<i>Keeper of the Scribe</i> .....	LOCHRANE COLEMAN
<i>Exchequer</i> .....	SUE GRIFFITH
<i>Ass-Vertiser</i> .....	CATHY SLATINSHEK

**Art Association**

<i>President</i> .....	CHRISTY MILLS
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**Athletic Association**

<i>President</i> .....	ANDIE YELLOT
<i>Vice-President</i> .....	LINDA UIHLEIN
<i>Secretary</i> .....	JEAN BEARD
<i>Treasurer</i> .....	CANNIE CRYSLER

**Heads of Sports**

<i>Basketball</i> .....	LAURIE FITZGERALD, JANE MOONEY
<i>Dance</i> .....	LARKIN BARNETT
<i>Golf</i> .....	KATHY JACKSON
<i>Hockey</i> .....	ANN WORKS
<i>Lacrosse</i> .....	DEDE ALEXANDRE
<i>Outing</i> .....	JANE HEMENWAY
<i>Riding</i> .....	KEEDIE GRONES
<i>Skiing</i> .....	ANDREA PETERSON
<i>Tennis</i> .....	MOLLY REEB
<i>Intramurals</i> .....	CHERI STIPP

**Brambler**

<i>Co-Editors</i> .....	SHERRY BUTTRICK, ANDIE YELLOT
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**Briar Patch**

<i>Advisory Editor</i> .....	ANDREA PETERSON (sophomore class project)
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**Bum Chums**

<i>President</i> .....	LAURIE FITZGERALD
<i>Secretary</i> .....	SUE McGETTIGAN
<i>Treasurer</i> .....	SARAH LONGSTRETH

GENERAL INFORMATION**Career Planning Committee**

<i>Chairman</i> . . . . .	SALLY KENNEDY
<i>Secretary</i> . . . . .	

**Center of Italian Culture**

<i>Head</i> . . . . .	
<i>Treasurer</i> . . . . .	

**Challenge**

<i>Head</i> . . . . .	SUSIE HEITMILLER
<i>Treasurer</i> . . . . .	

**Chung Mungs**

<i>Head</i> . . . . .	ASIMINA CORONEOS
<i>Treasurer</i> . . . . .	

**Class Officers****1976**

<i>President</i> . . . . .	DEDE RYAN*
<i>Vice-President</i> . . . . .	TERESE DEGRANDI*
<i>Secretary</i> . . . . .	MELANIE COYNE
<i>Treasurer</i> . . . . .	KIT NEWMAN

**1977**

<i>President</i> . . . . .	JANE MOONEY*
<i>Vice-President</i> . . . . .	ELLEN SELLERS*
<i>Secretary</i> . . . . .	MISSY FLANNIGAN
<i>Treasurer</i> . . . . .	LOUISE LAMBERT

**1978**

<i>President</i> . . . . .	DRU SPRINGER*
<i>Vice-President</i> . . . . .	CAROL CORDELL*
<i>Secretary</i> . . . . .	AUDREY TOWNSEND
<i>Treasurer</i> . . . . .	MELANIE BOWEN

**1979**

to be elected

**C.L.E.A.N.**

<i>Chairwoman</i> . . . . .	LYNNE MILLER
<i>Treasurer</i> . . . . .	

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\*Members of Executive Board

**Coffeehouse Committee**

<i>Chairwoman</i> .....	CHRIS CARR
<i>Vice-Chairwoman</i> .....	CASSANDRA SMITH
<i>Publicity Chairwoman</i> .....	

**C.U.R.A.**

<i>President</i> .....	
<i>Vice-President</i> .....	
<i>Secretary</i> .....	
<i>Treasurer</i> .....	

**Curriculum Committee**

<i>Chairwoman</i> .....	CONNIE RADFORD*
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**Representatives**

<i>Modern and Classical Languages</i> .....	SALLY BONHAM
<i>Art, Art History, Music</i> .....	CARRINGTON BROWN
<i>Psychology, Sociology, Anthropology</i> .....	CONNIE RADFORD
<i>History, Philosophy, Religion</i> .....	TENNESSEE NIELSON
<i>Biology, Chemistry, Physics, Math</i> .....	GAIL ANN ZARWELL
<i>English, American Studies, Drama</i> .....	SUE WALTON
<i>Government, Economics, International Affairs</i> .....	SUE MCGETTIGAN

**Fire Protection**

<i>Chief</i> .....	
<i>Assistant</i> .....	

**F.O.C.U.S.**

<i>President</i> .....	CYNDE SEILER
<i>Secretary</i> .....	FRANCES TAYLOR
<i>Treasurer</i> .....	DEBBIE BROOKS

**Project Chairwomen**

<i>Religious Programs</i> .....	ANNE SIMONDS
<i>Services</i> .....	MELANIE BOWEN, CATHY PATTON
<i>Fellowship</i> .....	TEESIE COSTELLO
<i>Publicity</i> .....	SALLY KENNEDY
<i>Annual Religious Conference</i> .....	LISA NELSON, DEBBIE VATTEROTT, SUELLA EPPLE
<i>Children's Parties</i> .....	LOCHRANE COLEMAN

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\*Members of Executive Board

**French**

*Co-Presidents* ..... NANETTE COOPER, JEAN BEARD

**German**

*President* ..... JANE HEMENWAY

*Treasurer* ..... DANA DOTTEN

**Health Services**

*Co-Presidents* ..... JANE LAUDERDALE, BETSY HURLEY

**House Presidents**

<i>Boxwood</i> .....	MAUREEN O'HEARN
<i>Carson</i> .....	HOLLY McGLOTHLIN
<i>Dew</i> .....	MARGOT MAHONEY*
<i>Grammer</i> .....	LIZ CONWAY
<i>Gray</i> .....	HALLIE POWELL
<i>House #1</i> .....	PHYLLIS SCHULMAN
<i>Manson</i> .....	LAURIE FITZGERALD
<i>Meta Glass</i> .....	MAGGIE LAURENT
<i>Randolph</i> .....	CARLA KINNEY
<i>Reid</i> .....	ANNE TAYLOR QUARLES

**Infinity**

*Head* ..... LINDA UIHLEIN

**Instructions Committee**

<i>Humanities</i> .....	JANE DEBUTTS
<i>Natural Sciences</i> .....	CHRIS CARR
<i>Social Sciences</i> .....	WENDY BURSNALL

**Judicial Committee**

<i>Chairwoman</i> .....	SALLY OLD
<i>Vice-Chairwoman</i> .....	SUSAN VERBRIDGE
<i>Secretary</i> .....	CARRIE RUDA

**Class Representatives**

1976: SUSAN VERBRIDGE

1978: ROBIN JONES

1977: LUCY KIMBROUGH

1978: CARRIE RUDA

1977: GLENN KING

1979: TO BE ELECTED

\*Members of Executive Board

**Orientation**

*Chairwoman* ..... DEBBIE KOSS

**Paint and Patches**

*President* ..... ALICIA AYOTTE

**Phi Beta Kappa**

*President* .....

*Secretary* .....

**Resident Advisers**

*Carson* ..... TRICIA TALBOTT

*Dew* ..... JANET RAKOCZY

*Grammer* ..... BARB MINNIG

*Gray* ..... SUE MCGETTIGAN

*Manson* ..... CYNDE SEILER

*Meta Glass* ..... LISA NEUENSCHWANDER, BETSY HURLEY,  
LINDA UIHLEIN

*Randolph* ..... ROBIN RODGER (Head of R. A.'s)

*Reid* ..... CATHY CLELAND

**Social Activities Committee**

*Chairwoman* ..... ROBIN RODGER\*

*Secretary* ..... LISA NEUENSCHWANDER

*Treasurer* ..... SUSIE HEITMILLER

**Spanish**

*President* ..... CHERYL LUX

**Student Affairs Committee**

1976: MARIAN DOLAN 1978: AUDREY TOWNSEND

1977: VERA BLAKE 1979: TO BE ELECTED

**Student Government Association**

*President* ..... SALLIE HILL BERNARD\*

*Vice-President* ..... DEDE ALEXANDRE\*

*Secretary* ..... MOLLY REEB\*

*Treasurer* ..... BARBARA CLARK\*

---

\*Members of Executive Board

**Student Development Committee***Chairwoman* ..... ASIMINA CORONEOS**Student Guides***Chairwoman* ..... SALLY KENNEDY**Overnight Hostess***Chairwoman* ..... LOCHRANE COLEMAN**Students' Handbook***Editor* ..... ELLEN SELLERS*Assistant* ..... DEBBIE MASSIE*Business Manager* ..... IEKE OSINGA**Sweet Briar News***Editor* ..... ELLIOT GRAHAM**Sweet Tones***Head* ..... MARIAN DOLAN**Tau Phi***Head* ..... ANN KILEY*Treasurer* ..... GAIL ANN ZARWELL**Y.A.F.***Chairwoman* ..... JANE HEMENWAY*Vice-Chairwoman* ..... CAROL BAUGH*Publicity Chairwoman* .....

## DIRECTORY OF HOURS

A. Admission Office	Monday-Friday:	8:30 a.m. - 4:30 p.m.
	Saturday*:	8:30 a.m. - 12:30 p.m.
B. Bank	Monday-Friday:	8:45 a.m. - 12 noon
C. Book Shop	Monday-Friday:	9:00 a.m. - 5:00 p.m.
	Saturday:	Parents' weekend, Christmas, Graduation
D. Career Planning, Office of	Monday-Friday:	8:30 a.m. - 4:30 p.m.
E. Dean, Office of	Monday-Friday:	8:30 a.m. - 4:30 p.m.
F. Student Affairs, Office of	Monday-Friday:	8:30 a.m. - 12:30 p.m. 1:30 p.m. - 4:30 p.m.
G. Infirmary	Monday-Friday:	8:30 a.m. - 12:15 p.m. 4:00 p.m. - 5:00 p.m.
	Saturday:	9:00 a.m. - 12:00 noon
	Sunday:	10:00 a.m. - 11:00 a.m. 4:00 p.m. - 5:00 p.m.
H. Physician's hours:	Monday:	10:00 a.m. - 1:00 p.m.
	Tuesday:	9:00 a.m. - 12:00 noon
	Wednesday:	1:00 p.m. - 3:00 p.m.
	Friday:	9:00 a.m. - 11:00 a.m.
I. Visiting Hours:	Monday-Sunday:	11:00 a.m. - 12:00 p.m. 4:00 p.m. - 5:00 p.m. 7:00 p.m. - 9:00 p.m.
J. Library	Monday-Friday:	8:00 a.m. - 10:00 p.m.
	Saturday:	9:00 a.m. - 5:00 p.m.
	Sunday:	2:00 p.m. - 10:00 p.m.
	In addition, throughout the academic year the east study wing and the balcony above the Reference Room are kept open for students from 8:00 a.m. to 1:00 a.m., and at the end of each term, to help students prepare for final examinations and write term papers, the Library hours are extended.	
	Summer Hours	
	Monday-Friday:	8:30 a.m. - 4:30 p.m.
	CLOSED	Weekends
	Library is closed for all holidays.	

\*During the academic year

GENERAL INFORMATION

K. Refectory	Meal Hours:
Breakfast	Monday-Friday: 7:15 a.m. - 9:15 a.m.
	Saturday, Sunday: 8:30 a.m. - 10:00 a.m.
Lunch	Monday-Friday: 11:30 a.m. - 12:30 p.m. Refectory
	Saturday: 12:00 noon- 1:00 p.m. Meta Glass
Dinner	Monday-Saturday: 5:30 p.m. - 6:30 p.m.
	Sunday: 1:15 p.m.
Supper	Sunday: 5:00 p.m. - 6:30 p.m.
Coffee hour	(Upstairs of Refectory) 9:00 a.m. - 11:00 p.m. Monday-Friday:
L. Post Office*	Monday-Friday: 8:15 a.m. - 4:45 p.m.
	Saturday: 8:30 a.m. - 12:00 noon

## M. Wailes Center

Bistro: Monday through Saturday

11:00 a.m. - 3:00 p.m., 5:00 p.m. - 10:00 p.m.

Sunday

4:00 p.m. - 10:00 p.m.

Bistro *closed* during all scheduled college vacations.

The Boxwood Room: Monday through Friday

Lunch: 11:30 a.m. - 2:00 p.m.

Sunday Brunch: 11:30 a.m. - 2:00 p.m.

The Boxwood Room *closed* during all scheduled college vacations.

Dress appropriate to Dining Room *must* be worn.

## First Floor:

The first floor of the Wailes Center (exclusive of the Dining Rooms) may be used by students and their guests until 2 A.M. The building will be locked at midnight as usual. Admittance after that hour will be by a Security Officer at 12:30 A.M., at 1 A.M. and lastly at 1:30 A.M. when the officer will be on rounds.

No one except a Security Officer is to admit another to the Wailes Center.

---

\*The Post Office is closed on Sundays and on all legal holidays. At all other times there are two deliveries daily, one in the morning and one in the afternoon.

## DIRECTORY OF COLLEGE OFFICIALS

<i>President</i> .....	HAROLD B. WHITEMAN, JR.
<i>Vice-President and Treasurer</i> .....	PETER V. DANIEL
<i>Dean</i> .....	BARBARA BLAIR
<i>Assistant Dean</i> .....	DOROTHY JESTER
<i>Dean of Student Affairs</i> .....	JOHN T. RICE
<i>Assistant Dean of Student Affairs</i> .....	ALBERTA ZOTACK



**HAROLD B. WHITEMAN, JR.**  
*President*



**PETER V. DANIEL**  
*Vice-President and Treasurer*



**BARBARA BLAIR**  
*Dean*



**DOROTHY JESTER**  
*Assistant Dean*



**JOHN T. RICE**  
*Dean of Student Affairs*



**ALBERTA S. ZOTACK**  
**(BERTIE)**  
*Assistant Dean of  
Student Affairs*

Other names, offices, and services can be found in 1975-76 Student Directory.

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S'AMANDA'S got it all  
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## REAL Food

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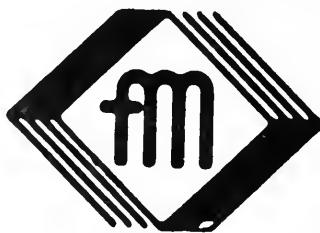
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WIG SERVICE

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CATERING TO OUT-OF-TOWN GUESTS

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*extends a welcome to all  
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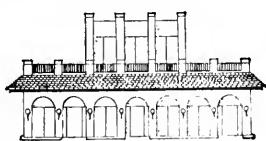
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**Guaranteed to please**

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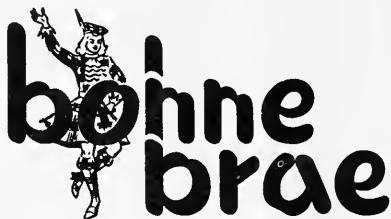
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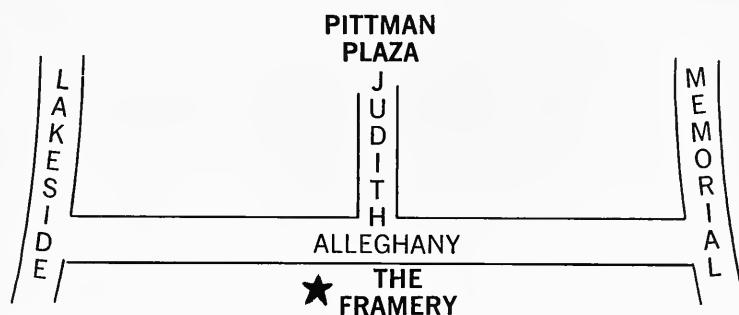


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